DOCUMENT RESUME

ED 065 746 AC 012 722

TITLE	Guide for Employment Service Counselors in Correctional MDTA Programs.
INSTITUTION	Rehabilitation Research Foundation, Elmore, Ala. Draper Correctional Center.
SPONS AGENCY	Manpower Administration (DOL), Washington, D.C.
REPORT NO	RRF-704-2-72
PUB DATE	72
NOTE	101p.
EDRS PRICE	MF-$0.65 HC-$6.58
DESCRIPTORS	Adult Counseling; Adult Vocational Education; *Community Involvement; *Correctional Rehabilitation; *Corrective Institutions; Employment Counselors; *Employment Services; Guides; Job Training; *Manpower Development; On the Job Training; Prisoners; Program Guides; Rehabilitation
IDENTIFIERS	Manpower Development and Training Act; MDTA

ABSTRACT

This guide is designed as an aid for Employment Service counselors in Manpower Development and Training Act (MDTA) programs for inmates of correctional institutions. It provides suggestions which may be helpful in: (1) finding and developing training-related and otherwise desirable jobs for graduates of MDTA programs in correctional institutions; (2) matching individual trainees to available jobs, in terms of training relatedness, location, and other job conditions beneficial to the trainees; (3) arranging for the provision of supportive services and employment services as needed to keep each trainee successfully employed; and (4) keeping the complete and accurate follow-up data which is needed to bring about improvements in programs. Some major topics covered are: job development, trainee development and placement, follow-up suggestions, and bonding information. Included are samples of forms in the rehabilitation processes. (LS)

U.S. DEPARTMENT OF HEALTH
EDUCATION & WELFARE
OFFICE OF EDUCATION
THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL OFFICE OF EDUCATION POSITION OR POLICY

ED 065746

GUIDE FOR EMPLOYMENT SERVICE COUNSELORS IN CORRECTIONAL MDTA PROGRAMS

Experimental Manpower Laboratory for Corrections
Draper Correctional Center
Elmore, Alabama

AC 012 722

This *GUIDE* is designed as an aid for Employment Service (ES) counselors in MDTA programs for inmates of correctional institutions.

The purpose of the *GUIDE* is to provide suggestions which may be helpful in:

1. Finding and developing training-related and otherwise desirable jobs for graduates of MDTA programs in correctional institutions.

2. Matching individual trainees to available jobs, in terms of training relatedness, location, and other job conditions beneficial to the trainees.

3. Arranging for the provision of supportive services and further employment services as needed to *keep* each trainee successfully employed.

4. Keeping the complete and accurate follow-up data which is needed to bring about improvements in programs.

This booklet from the EMLC was prepared under Contract No. 82-01-69-06 with Manpower Administration, U. S. Department of Labor. Organizations undertaking such projects under Federal Government sponsorship are encouraged to express their own judgement freely. Therefore, points of view or opinions stated in this document do not necessarily represent the official position or policy of the Department of Labor or other federal agencies mentioned herein.

GUIDE
FOR
EMPLOYMENT SERVICE COUNSELORS
IN
CORRECTIONAL MDTA PROGRAMS

A TRAINING SYSTEMS PUBLICATION

of the

REHABILITATION RESEARCH FOUNDATION

P. O. Box 1107

Elmore, Alabama 36025

John M. McKee, Ph.D., *Director*

Betty Chapman Pennington, *Chief*
Training Systems Development

Advisers

James M. Carter, *Director*
Alabama State Employment Service

M. M. Daniels, *Placement Supervisor*
Alabama State Employment Service

RRF-704-2-72

PREFACE

This *Guide* is a compilation of experiential knowledge gained from the Experimental Manpower Laboratory for Corrections' efforts and research during the past eight years. Through cooperation with the Alabama State Employment Service, the Laboratory was able to apply its findings and empirically determine some of those factors most likely to lead to the ex-offender's success on the job in the free world.

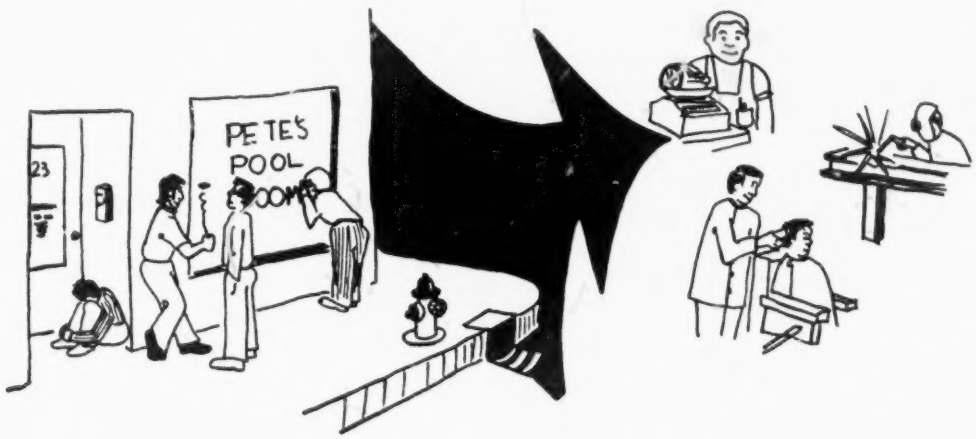
Valued contributions to this *Guide* were made by counselors from employment services in other states and by the national office of Manpower Administration in Washington, D. C. The input from these sources broadens the range of applicability of this *Guide* to ES counselors nationwide.

CONTENTS

	Page
Introduction	1
Job Development	3
Finding Available Jobs	3
Selling Employers on Hiring Ex-offenders	7
Influencing the Community Toward Greater Acceptance of Ex-offenders	13
Trainee Development and Placement	17
Selecting Trainees and Training Courses	17
Interviewing and Counseling the Trainee	19
Working with Instructors and Counselors	24
Working with Trainees' Families, Friends, and Past Associates	28
Matching the Trainees to the Available Jobs	30
Preparing the Ex-offender to Leave the Correctional Institution and Report to Work	34
Follow-Up	41
Providing General Supportive Services	42
Contacting the Ex-offender's Employer	44
Suggestions on what to do if–	
An Ex-offender Becomes Unemployed	45
An Ex-offender is Re-arrested	46
Keeping General Records	47
Locating Released Graduates for Long-Term Follow-Up	50
Appendixes	53
Appendix A, Bonding Information	55
Appendix B, Tentative Employment Agreement	59
Appendix C, Typical Press Release	63
Appendix D, Three Typical Articles, Reprinted from Newspapers, Which Could be Printed and Distributed as General Literature	69
Appendix E, Trainee Personal Data Form	77
Appendix F, Instructor's Evaluation Form	81
Appendix G, Employment Service 564 Form and Supplement	85
Appendix H, 'Opening Doors for You in the Montgomery Community'	91
Appendix I, General Follow-Up Forms	99

INTRODUCTION

The primary purpose of the Manpower Development and Training Act (MDTA) programs is to train the unskilled and unemployed so that they may obtain meaningful employment.



An MDTA program in a correctional institution has the same purpose as those on the outside; the training courses are similar, but the stigma of being an "ex-con" and other special problems of inmates can present a real challenge to the ES counselor. Most offenders have a history of deprivation of those factors which are likely to lead to success. Many feel that they are "losers." They may have failed in school, failed in the work world, and even failed in crime.

This booklet contains suggestions which you (the ES counselor) may find helpful in dealing with the special employment problems of ex-offenders. It gives practical help in finding and developing jobs, influencing the community to accept ex-offenders, assessing the MDTA training courses in relation to the available job market, and placing trainees in jobs which they will be likely to keep. It also suggests ways to help MDTA graduates *stay* employed and out of correctional institutions.

By working closely with the MDTA instructors and counselors, correctional administrators, vocational rehabilitation counselors, and parole officers, you will play a large part in the MDTA graduates' rehabilitation, training, and successful return to the community. Through cooperation and coordination with these agencies and persons, you can avoid duplication of effort and contradictory activities, and work together effectively in the trainees' best interests. To do these things best, an ES counselor should be stationed at the correctional institution he serves. This Guide assumes that an ES counselor will have an office in the institution near the MDTA training area.

JOB DEVELOPMENT

Finding Available Jobs

1. Your first source of available jobs is, of course, your EMPLOYMENT SERVICE LISTINGS.

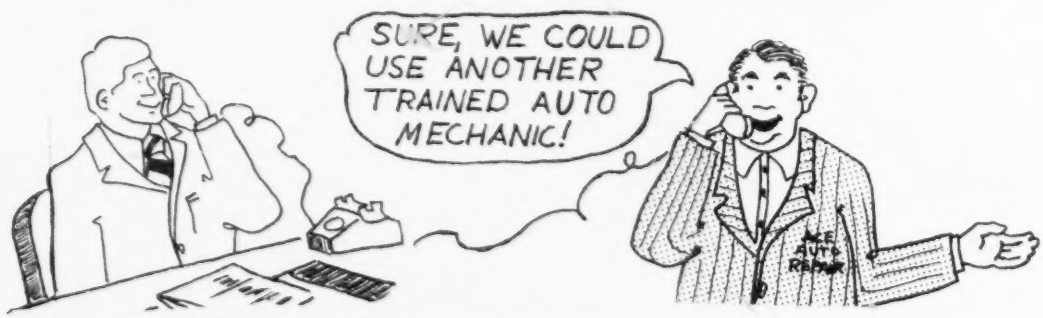
Some states may also have *job banks*, computerized listings of jobs for ex-offenders.

---

2. Some jobs, not found in the ES listings, will be listed in the HELP WANTED COLUMNS of newspapers. It would be a good idea to have newspapers from communities to which your trainees will be paroled or released.

---

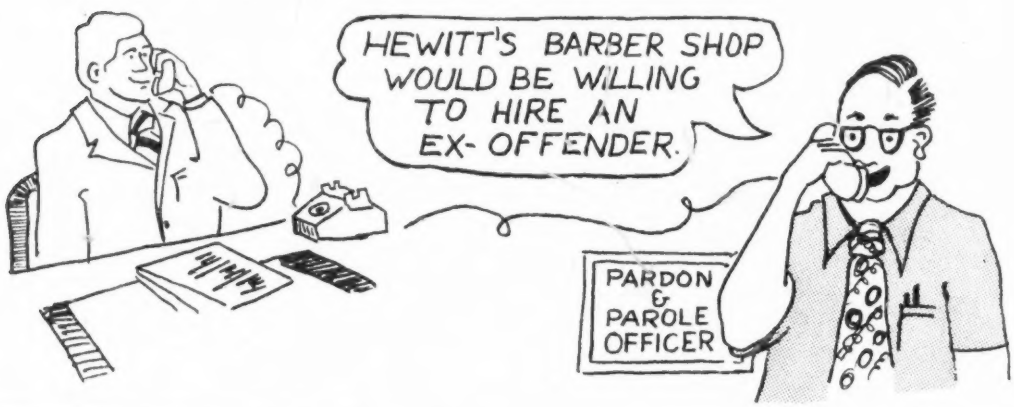
3. BUSINESSES WHICH REQUIRE SKILLS TAUGHT IN THE MDTA PROGRAM are a good source of jobs. Calls to the owners or personnel offices of those businesses may open new job opportunities.



---

4. See the MDTA INSTRUCTORS for help in finding jobs in their areas of skill. The instructors usually have many contacts which can lead to good training-related jobs for graduates.

5. In areas where your trainees will be located, the PAROLE OFFICERS may know of employers who are willing to hire ex-offenders.



6. EMPLOYERS WHO HAVE PREVIOUSLY HIRED EX-OFFENDERS AND HAVE BEEN PLEASED WITH THEM are another good source. Being acquainted and staying in contact with these employers can be well worth your time.

7. In some areas there may be SUCCESSFUL EX-OFFENDERS WHO ARE NOW RESPONSIBLE MEMBERS OF THEIR COMMUNITIES AND WHO ARE IN POSITIONS TO HIRE OTHERS. (As with all jobs, the parole supervisor must approve, of course.)

8. Some CITY, COUNTY, STATE, AND FEDERAL AGENCIES OR PROJECTS may hire ex-offenders, or may be persuaded to hire them, particularly in jobs which require the skills your graduate will have.

WELL, I DON'T KNOW WHY WE COULDN'T HIRE AN EX-OFFENDER... PARTICULARLY IF HE IS ALREADY TRAINED IN ROAD MAINTENANCE WORK.
ROAD
DEPARTME

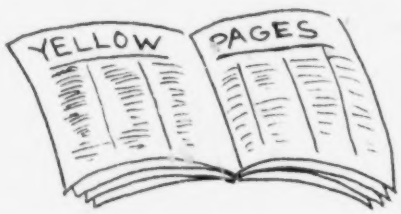
NOTE

Federal agencies by law cannot hire persons convicted of inciting, promoting, or carrying on a riot resulting in damage to property or injury to persons. (Public Law 92-77, Section 704)

If you know of other job sources, list them on the lines below to complete this list.

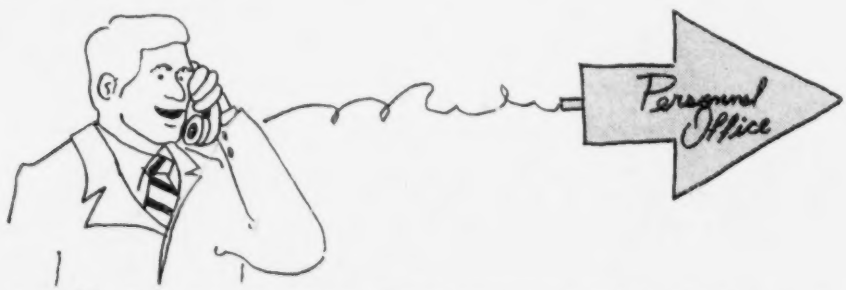
Selling Employers on Hiring Ex-offenders

To *find* employers who hire persons with the skills taught in your MDTA program look in the yellow pages of telephone books from the communities to which your graduates will be returning.



Look under *WELDERS, BARBERS*, or whatever skills are included in the training program.

To contact those businesses listed you could, of course, call, write, or visit. Generally, you may find it most efficient to CALL FIRST and try to arrange an appointment with the manager or personnel officer.



It is probably best *not* to try to sell the employer on hiring graduates during the phone call, but to simply ask if you may come to see him and explain the MDTA program.

If the employer (manager, owner, personnel officer) is willing, set a definite time.

During your meeting with an employer, you will need to exercise your talents as a SALESMAN. Your "products" are, of course, the MDTA ex-offender graduates. These suggestions may be helpful to you in making and closing the "sale."

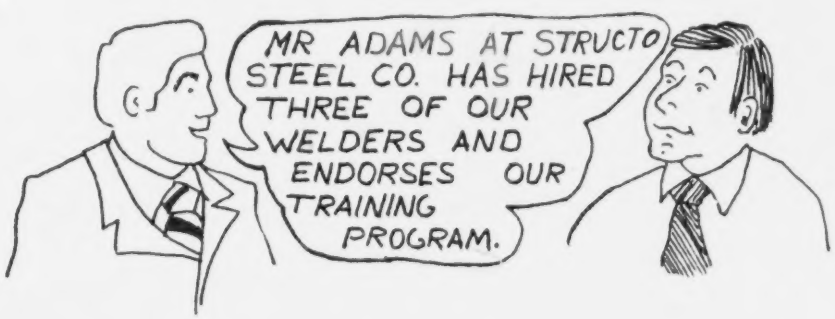
1. First, explain the MDTA program in your correctional institution--its goals and its operation. Tell about the training courses offered, the methods of instruction, how the trainees are selected, and so forth.

2. Show some records of trainees' progress and *pictures of trainees in civilian clothes*. (Those pictures should be taken during training.) Showing the employer pictures of trainees in *civilian clothes* can be a real selling aid. It can replace the "convict" picture which the employer may have in mind.

3. Tell about some successful graduates–who they are and who they work for.

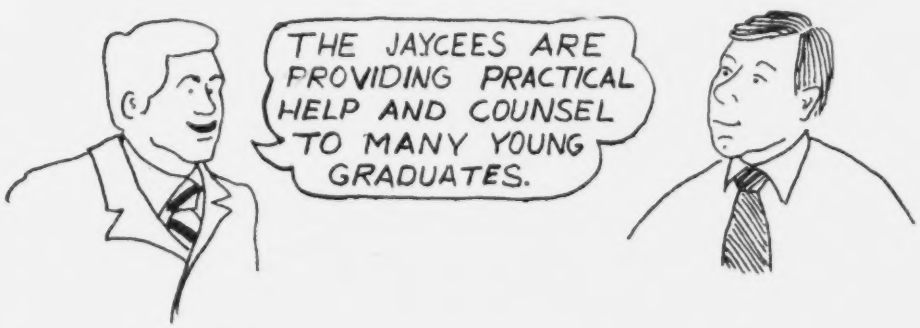
---

4. Tell about an employer or two who have hired graduates and been happy with them.

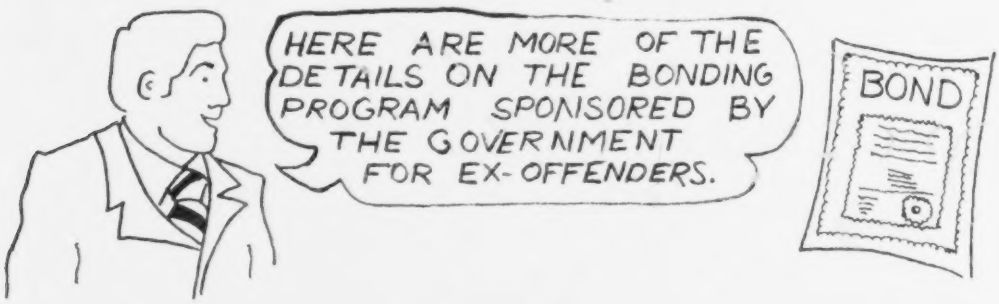


---

5. Tell of civic groups and individuals who are helping graduates to readjust to life in the free world. (If there are no such groups in your area, you may be able to help start some.) Meanwhile you might mention such groups in other communities.



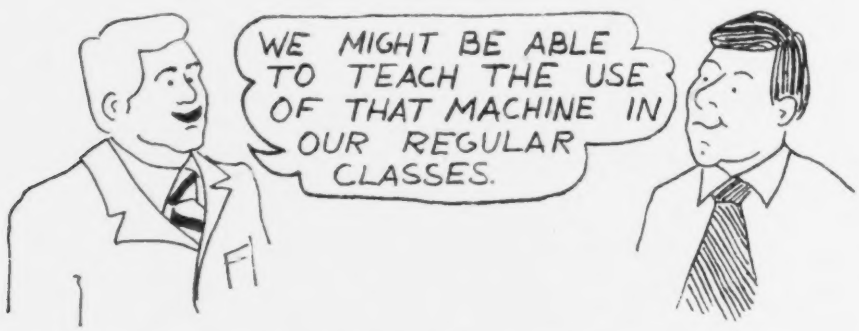
6. Explain the federal bonding program. Many employers, who didn't even require bonding, have felt more secure about hiring ex-offenders because they *could be bonded.*



FOR INFORMATION ABOUT BONDING, TURN TO PAGE 55 OF THIS GUIDE.

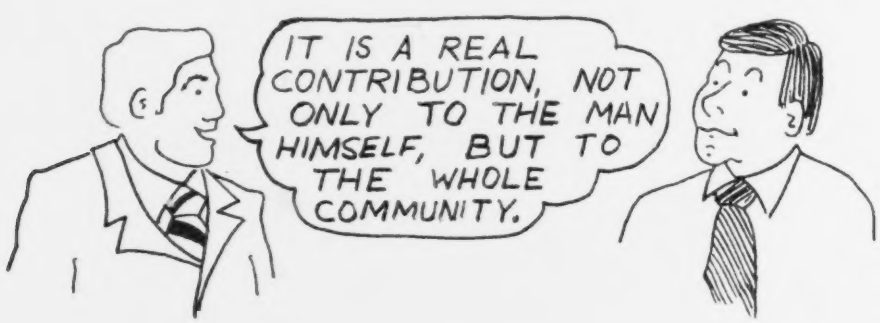
---

7. If appropriate, consider incorporating into the training program some specific tasks required by the employer–to provide "custom-trained" employees.



---

8. Point out the contribution to society which an employer is making when he hires a graduate and thereby helps an ex-offender to successfully return to society.



9. After showing pictures and records of trainees from whom the employer may choose, explain to him how he may interview trainees (if this is possible at your institution). Then show him a "Tentative Employment Agreement" which he may use to tentatively hire a trainee.

OUR NEXT CLASS WILL BE GRADUATING IN SIX WEEKS... IF YOU WOULD LIKE TO FILL OUT THIS AGREEMENT NOW YOU WILL BE ON OUR LIST.
TENTATIVE EMPLOYMENT AGREEMENT

TO SEE A TYPICAL TENTATIVE EMPLOYMENT AGREEMENT, TURN TO PAGE 59 OF THIS GUIDE.

IF AN EMPLOYER SEEMS RECEPTIVE–TO A POINT–BUT IS NOT READY TO AGREE TO HIRE AN EX-OFFENDER, KEEP IN TOUCH WITH HIM. BE SURE THAT HE WILL REMEMBER YOU WHEN HE HAS TROUBLE FINDING GOOD HELP THROUGH OTHER CHANNELS.

Some employers will, of course, *not* be receptive to hiring ex-offenders. This is one reason why placing these trainees presents special problems. However, using the suggestions on the previous pages should help you to successfully place more trainees than you otherwise might. Also, reluctant employers may later remember your friendly contact and change their minds, especially if the suggestions in the next section, *Influencing the Community Toward Greater Acceptance of Ex-offenders*, are effective.

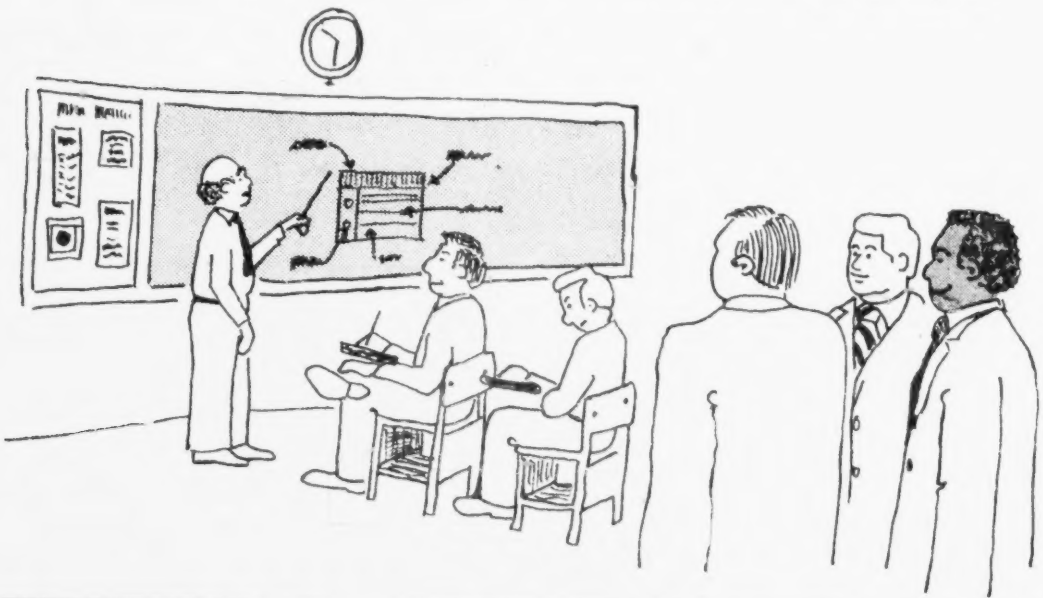
Influencing the Community Toward Greater Acceptance of Ex-offenders

In addition to generally increasing the chances of the ex-offenders' successful return to the community, greater community acceptance also leads to more and better job opportunities for ex-offenders. As employers see others willing to help, there is less resistance to accepting capable ex-offenders for responsible jobs.

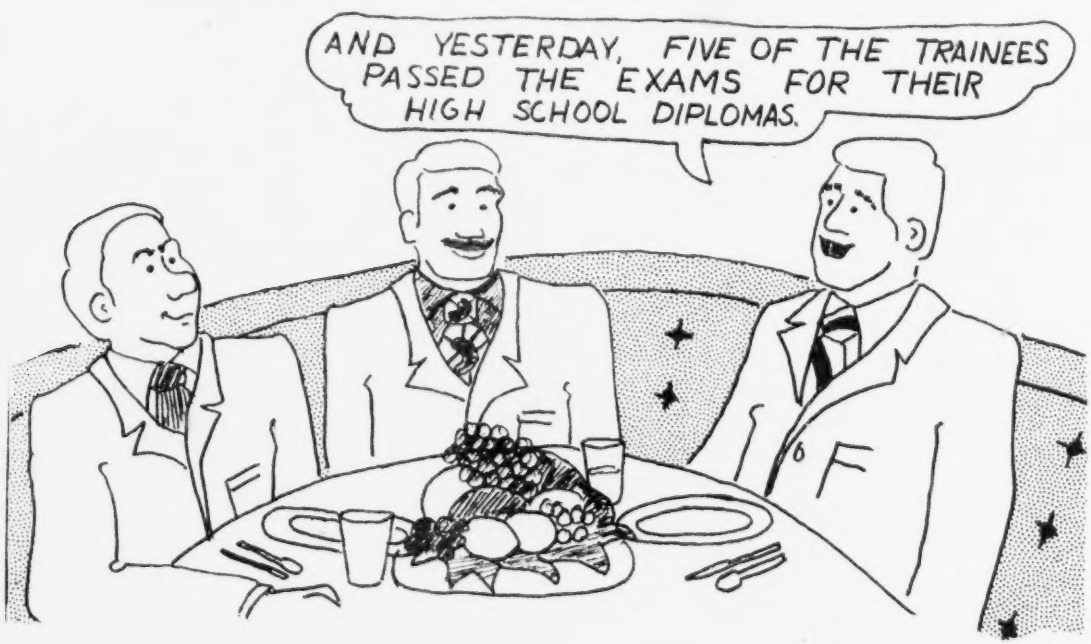
Some ways in which ES counselors may help in establishing a systematic approach to public education are listed on this and following pages.

1. Many clubs, civic groups, and church organizations are interested in finding speakers for meetings. Crime prevention by successful rehabilitation of offenders is a timely topic. SPEAKING ENGAGEMENTS by you, or arranged by you, could result in greater acceptance of ex-offenders and offers of practical help from group members.

2. Another way to help the public shed its mental picture of the "hardened con" is to invite groups to VISIT THE TRAINING PROGRAM. Seeing young men studying and learning honest trades can do much to dispel old myths.



3. WORD OF MOUTH–yours and your co-workers'–may have more far-reaching effects than you think, particularly if you tell about the trainees and the program in an interesting and positive way. Those you talk to will tell others; those will tell still others, and so on. Some who hear may be employers who will hire ex-offenders, or others who will help in various ways.



4. PRESS RELEASES FOR NEWSPAPER ARTICLES can be easily prepared and sent to newspaper offices. Almost any activity or event concerning the MDTA trainees or the MDTA program is newsworthy. It is not necessary to write the article; just a simple description will be sufficient. If the newspaper is interested, a copywriter will compose the article.

TO SEE A TYPICAL PRESS RELEASE, TURN TO PAGE 63 OF THIS GUIDE.

---

5. LITERATURE about the program and the trainees can be passed out wherever people congregate or mailed out to groups and individuals. Typed and mimeographed or printed materials should be prepared by you or by someone in the MDTA program. Reprints of relevant newspaper articles are also good advertising. Give them out at your church, at your club, to visitors, and to community groups.

SEE ILLUSTRATIONS OF TYPICAL LITERATURE BEGINNING ON PAGE 69 OF THIS GUIDE.

It may also be possible to interest some civic groups in helping to make the public more aware of the problems and potentialities of ex-offenders–particularly those from MDTA programs. Remember that public support (rather than public disdain) can help in placing trainees in jobs and in many other social and practical ways which will help your trainees to *make it* in the community.

TRAINEE DEVELOPMENT AND PLACEMENT

Selecting Trainees and Training Courses

Since you, the ES counselor, are responsible for placing the MDTA graduates in jobs, you will probably want to take part in the *selection* of the trainees who will participate in the MDTA program. Some job-related factors which are important to consider are expected time of parole or release and indications of desire and ability to succeed in the program.

Since you, more than anyone else, will be aware of the job market in the communities in your state, you can be of help in determining *which courses* are to be taught and approximately how many job openings will be available for trainees in each of the various vocations. You will also know the quality of training required to meet job criteria and can monitor the courses to ensure that the instructions offered measure up to the standards required and are of practical value to ex-offenders. (Bank teller training, for example, would not be practical.)

Interviewing and Counseling the Trainee

A trainee's first interview should be held as soon as possible after he enters the MDTA training program.

Suggestions for the first interview:

1. Explain the functions of the EMPLOYMENT SERVICE and how you can help the trainee to get a job when he graduates.

2. Help the trainee to begin setting REALISTIC GOALS AND EXPECTATIONS about his future employment.

THE BEST WE CAN DO FROM HERE WILL PROBABLY BE A JOB IN REFRIGERATION REPAIR, BUT YOU CAN CONTINUE YOUR TRAINING IN ELECTRONICS AFTER YOU GET OUT, OF COURSE.

3. Ask the trainee if he has his SOCIAL SECURITY number. If he does not, arrange to get him a card from the local social security office.

4. Find out if the trainee has any MEDICAL OR DENTAL NEEDS which may affect his employability. (Pain from bad teeth or disfigurements affect employability, as well as poor hearing, poor vision, loss of limbs, etc.) If he seems to have such needs, be sure that he is referred to the appropriate person or agency.

I'LL CALL MR SMITH, THE REHABILITATION COUNSELOR, ABOUT GETTING YOUR EYES CHECKED... HE WILL SEE ABOUT GETTING YOU GLASSES... IF YOU NEED THEM.

5. Help the trainee to fill out a PERSONAL DATA FORM, which you will keep on file.

TURN TO PAGE 77 OF THIS GUIDE TO SEE A TYPICAL TRAINEE PERSONAL DATA FORM.

Later records on the trainee–progress reports, etc.–can be placed in the file folder with this form.

---

6. Let the trainee know what HE MUST DO TO BE ELIGIBLE FOR A GOOD JOB. Stress good work habits, neat appearance, and conscientious effort. Let him know that records will be kept of his behavior and that those records will affect his chances of getting the job he wants.

WITH GOOD RECOMMENDATIONS FROM YOUR INSTRUCTORS AND CORRECTIONAL OFFICIALS, YOU WILL HAVE THE BEST CHANCE OF GETTING THE JOB YOU WANT.

TURN TO PAGE 81 IN THIS GUIDE FOR AN EXAMPLE OF AN INSTRUCTOR'S EVALUATION FORM.

During the training program, interviews should be held with each trainee as often as is needed and/or practical–at *least* once every six weeks.

Suggestions for these intermediate interviews:

1. DISCUSS TRAINEE'S PROGRESS AND ANY PROBLEMS which may be related to his employability.

YOUR RECORD IN BASIC EDUCATION SHOWS THAT YOU HAVE GAINED TWO GRADE LEVELS.... YOU SHOULD BE ABLE TO GET YOUR G.E.D. SOON-- AND THIS WILL BE A BIG HELP IN GETTING YOU A GOOD JOB.

---

2. As soon as you have adequate information about the trainee's area of training and his progress, FILL OUT AN ES 564 FORM.

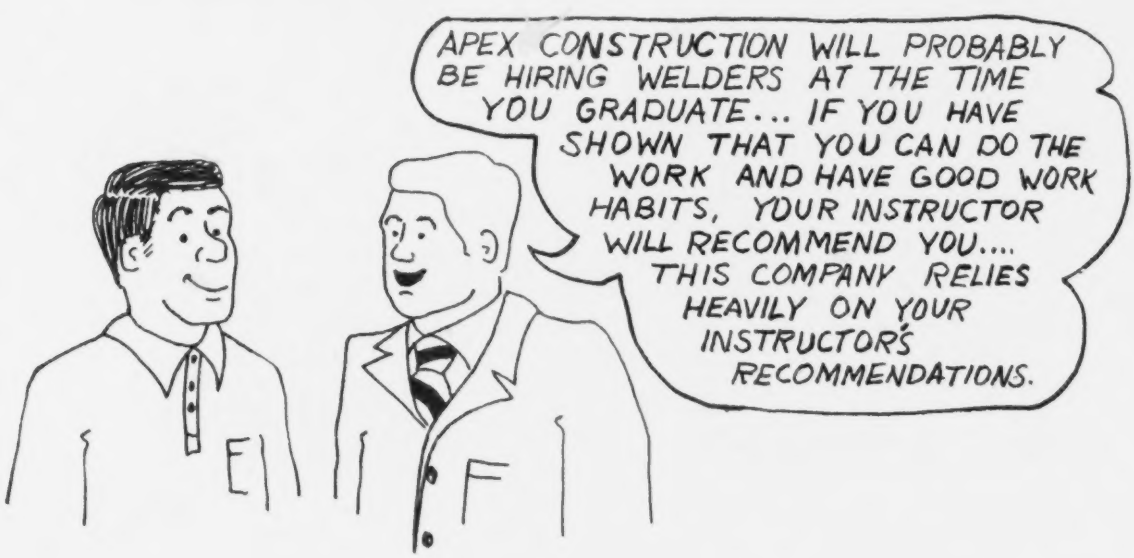
SEE A COPY OF THE ES 564 FORM AND SUPPLEMENT BEGINNING ON PAGE 85 OF THIS GUIDE.

NOTE--After the trainee has given you information to use in filling out his forms, verify that information by checking with correctional officials. Check especially the reported grade level completed and the reported crime committed. You may let the trainees know that all information is checked as a matter of course--so that none will think you personally distrust him.

3. Arrange to have the TRAINEE'S PICTURE TAKEN IN CIVILIAN CLOTHES. Many employers have a mental picture of a hardened convict. When they see a picture of a man with a clean-cut appearance, they are usually pleasantly surprised and much more likely to hire the trainee.

---

4. Tell the trainee of JOBS WHICH MAY BE AVAILABLE and discuss with him which of those *he would prefer* and how he can *best prepare himself* to get the available job of his choice.


APEX CONSTRUCTION WILL PROBABLY BE HIRING WELDERS AT THE TIME YOU GRADUATE... IF YOU HAVE SHOWN THAT YOU CAN DO THE WORK AND HAVE GOOD WORK HABITS, YOUR INSTRUCTOR WILL RECOMMEND YOU.... THIS COMPANY RELIES HEAVILY ON YOUR INSTRUCTOR'S RECOMMENDATIONS.

Working with Instructors and Counselors

To be effective, your efforts must be coordinated with the work of the instructors, counselors, and others involved. Close communication and cooperation with the instructors and counselors can multiply the positive results of your and their efforts, while lack of coordination can actually retard the trainee's progress and lower his morale. Conflicting advice from different people may even cause the trainee to play one against another and cause misunderstandings (or worse) among staff and trainees.

Some other, more specific, reasons for your interaction with others on the staff are:

1. TO ENSURE THAT THE TRAINING OFFERED IS RELEVANT AND ADEQUATE to meet the standards of available jobs.

   For examples:

   Certification of welders may make your welding trainees more employable. Improvements such as this can usually be arranged.

Union membership may be an important factor in employability. If so, the training should be designed to meet union requirements, and contacts should be made with local union officials.

Special work tasks are required on some jobs–trainees "custom trained" in such work tasks might be more in demand than workers without such training, even though they do not have "records."

2. TO KEEP UP-TO-DATE RECORDS so that the success of the rehabilitative efforts and the needs for improvement can be determined. The success data can be used in public relations, and the failure data can point up the areas which need attention and improvement.

To obtain complete data, you must have close communication with instructors and counselors.

Data should be kept on:

(a) *Each trainee*, his problems, his progress, his work habits, the type of training he receives, indications of his attitudes and abilities, and any other pertinent information about his past and present behavior. These data should be placed in the trainee's folder.

(b) *Groups of trainees*, how many in each class, percent of trainees gaining GED's, average grade levels gained in basic education, etc. This information should be kept in your files for easy reference.

Working with Trainees' Families, Friends, and Past Associates

1. *Families*

If a trainee plans to return to his family when paroled or released, or if there is no indication that his family is a negative influence, it is usually a good idea to contact the trainee's family (by visit, letter, or phone) soon after he enters the training program. They will probably be interested in knowing the type of training he is receiving and his progress. His family is likely to be of great help in finding a job in their community.

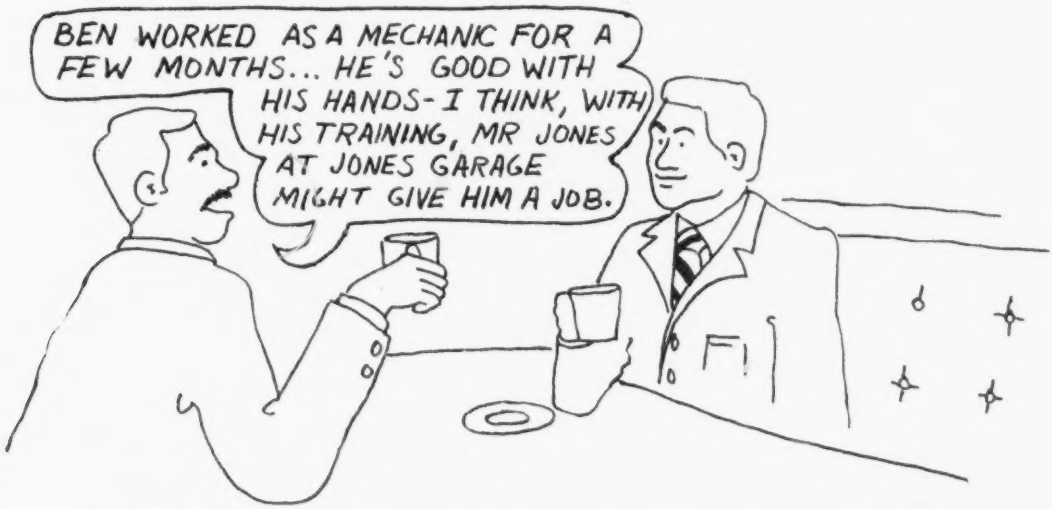
2. *Previous employers, ministers, teachers, and other responsible people who know the trainee*

Some of these people may be willing and able to help--particularly if they are informed about his training program, his progress, and his desire to make a new start.

YES, LEE USED TO COME TO MY CHURCH REGULARLY, I'M GLAD TO HEAR ABOUT HIM. I'LL SPEAK TO SOME OF THE BUSINESSMEN IN MY CONGREGATION ABOUT A JOB. I'D LIKE TO HELP HIM.

3. *Previous parole officers (of the two-time or more offenders)*

A trainee's previous parole officer may be able to provide valuable information about the trainee's former jobs, his work habits, and any special problems or special abilities.


BEN WORKED AS A MECHANIC FOR A FEW MONTHS... HE'S GOOD WITH HIS HANDS - I THINK, WITH HIS TRAINING, MR JONES AT JONES GARAGE MIGHT GIVE HIM A JOB.

4. *New friends*

If there is no responsible person in the trainee's community who knows him and can offer some help, civic or church groups or volunteer organizations may provide a friend. One group, the Jaycees, has provided sponsors for many youthful ex-offenders. Other clubs might provide helpful services to older ex-offenders.

WE'LL BE GLAD TO HELP FIND LIVING QUARTERS AND PROVIDE LEGAL AID... WE HAVE BEEN LOOKING FOR A REALLY WORTHWHILE PROJECT FOR OUR CLUB.

(A list of voluntary prisoner aid societies appears on page 37.)

Matching the Trainees to the Available Jobs

1. Suggested aspects to consider in seeking the best available job for each trainee are:

(1) Location desired

(2) Training relatedness

(3) Pay and benefits

(4) Opportunity for advancement

(5) Employer expectations relative to trainee's abilities and attitudes

(6) Expected congeniality with other personnel

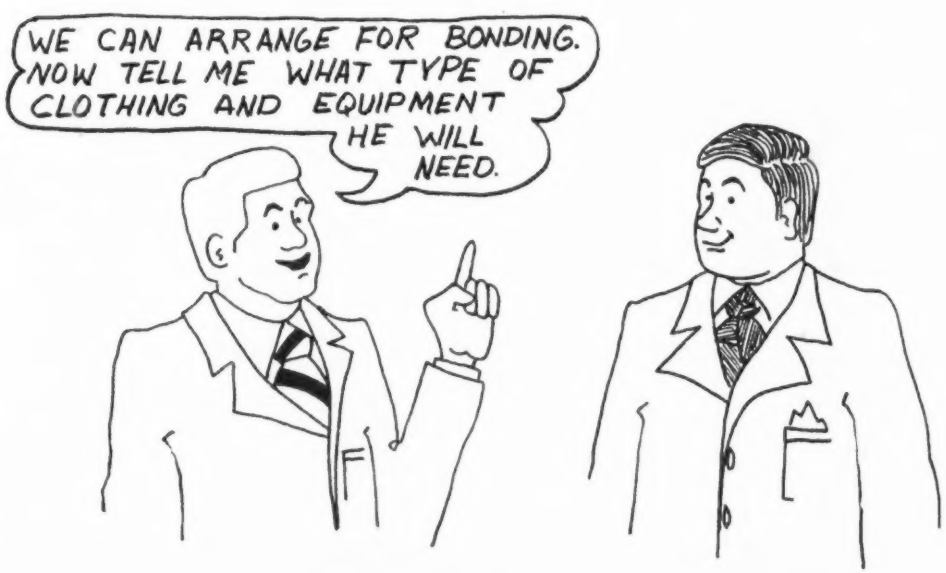
ALL MY EMPLOYEES MUST HAVE SHORT HAIR AND NO BEARDS OR BEADS!
THAT'S FINE WITH ME, MR BURCH.
HOW ABOUT TRYING OUT FOR OUR BOWLING TEAM?
SURE MAN, THANKS.

(7) For parolees, the parole officer's approval is essential

2. After a trainee has been accepted for a job, the employer should be visited by you or by a member of the correctional prerelease or work-release center, or by a person designated by you or them. Suggestions for the person visiting the employer are:

(1) Tell the employer (unless he already knows) all about the *trainee's training program*–what it has prepared him to do–and the trainee's progress in the program.

(2) Find out exactly *what the trainee will need on the job*, such as tools, work clothes, special equipment, bonding, driver's license, etc. Find out the *hours* he will work and all other details which the trainee will need to know.



(3) Let the employer know that his courage in hiring an ex-offender is an appreciated contribution, not only to the trainee but to the whole community. He is playing a most important and personal part in the trainee's successful return to society.

To actively reward the employer with a letter of commendation from your office or, if possible, from the mayor might be effective in encouraging the employer to take interest in the ex-offender and in encouraging others to hire ex-offenders. A public recognition luncheon once a year for all employers of ex-offenders might also heighten interest in providing jobs for ex-offenders and allow the employers to increase their understanding of ex-offender's problems by discussion of their experiences.

Preparing the Ex-offender to Leave the Correctional Institution and Report to Work

Some of the items suggested may be handled by agencies and persons other than the ES counselor. However, the ES counselor may take it upon himself to *see that* all these things are done, if not by others, then by himself, to the extent possible. Remember that communication and cooperation with other agencies and persons are essential to avoid duplication of effort or even contradictory efforts.

1. If BONDING is required, this can be provided under a federal bonding program. Explain to the trainee the bonding procedure and the trainee's responsibility.

THE BONDING PROGRAM IS POSSIBLE BECAUSE EX-OFFENDERS HAVE PROVEN THAT THEY CAN BE TRUSTED. I'M SURE YOU WILL NOT BREAK THIS TRUST.

FOR INFORMATION CONCERNING BONDING, TURN TO PAGE 55 OF THIS GUIDE.

---

2. See that the ex-offender has ALL NEEDED ITEMS FOR WORK, such as social security card, work clothes, tools, or any other items specified by the employer.

O.K. LET'S CHECK THE ITEMS OF THIS LIST- RUBBER SOLE SHOES, TOOL BOX CONTAINING REGULAR AND PHILLIPS SCREW DRIVERS WITH RUBBER HANDLES, HAMMER, ETC...

3. Answer any QUESTIONS THE EX-OFFENDER MAY HAVE ABOUT THE JOB and be sure he understands all the job requirements.

WHAT IF I'M SICK ONE DAY AND CAN'T GO INTO WORK?
BE SURE TO CALL YOUR SUPERVISOR AT 8:30 IN THE MORNING SO THAT HE WILL KNOW WHY YOU ARE NOT AT WORK.

4. Be sure that the ex-offender has DEPENDABLE TRANSPORTATION TO AND FROM WORK. Check the bus schedules, if necessary.

5. If the ex-offender is required to REGISTER AT THE LOCAL POLICE STATION, take him there, or arrange for him to go and then check to be sure that he has gone.

6. Find out if the ex-offender HAS ENOUGH MONEY FOR TRANSPORTATION AND LIVING EXPENSES UNTIL HIS FIRST PAYCHECK. If he does not, he may be eligible to receive or borrow a small sum from a charitable organization, such as Catholic Charities. Help may also be obtained from a Consumer Credit Counseling Service of your state, from other agencies known to the parole officer, and from the Salvation Army. For further information about help which may be available in the community, contact the local community action program, the community mental health center, and the Junior League.

WITH THE HELP OF ORGANIZATIONS IN YOUR COMMUNITY, I THINK WE CAN GET YOU A PLACE TO STAY AND FOOD. IT WON'T BE MUCH, BUT YOU CAN DO BETTER IN TWO WEEKS WHEN YOU GET PAID.

---

7. Tell the trainee about all the COMMUNITY SERVICES for which he may be eligible. These may include *health and dental clinics, counseling service, rehabilitation programs*, and *educational opportunities.*

A trainee should be given a list of services available in or near his community. An example of such a list is the "Opening Doors For You in the Montgomery Community" booklet. SEE THIS BOOKLET BEGINNING ON PAGE 91 IN THIS GUIDE.

8. Encourage the ex-offender to CONTACT A PRISONERS' AID SOCIETY if one is available in his community.

Two such agencies, STEP and FORTUNE, are operated primarily *by ex-offenders*. If either of these agencies is operating in the trainee's community, the address and telephone number can be found in the white pages of that community's telephone book.

Agencies which are members of the Correctional Service Federation, 526 West Wisconsin Avenue, Milwaukee, Wisconsin, 53203, are listed below.

Brotherhood of New Hope, Inc.
P. O. Box 971
Atlanta, Georgia 30301

Bureau of Rehabilitation
412 Fifth Street, Northwest
Washington, D. C. 20001

Connecticut Prison Association
92 Farmington Avenue
Hartford, Connecticut 06115

Correctional Association
184 Salem Avenue
Dayton, Ohio 45406

Correctional Association of New York
135 East 15 Street
New York, New York 10003

Correctional Council of Delaware, Inc.
701 Shipley Street
Wilmington, Delaware 19801

Correctional Service of Minnesota
215 Produce Bank Building
Minneapolis, Minnesota 55403

Jewish Committee for Personal Service
1891 Effie Street
Los Angeles, California 90026

John Howard Association
608 South Dearborn Street
Chicago, Illinois 60605

John Howard Association of Hawaii, Inc.
P. O. Box 2018
Honolulu, Hawaii 96805

Morrow Association on Correction
46 Bayard Street
New Brunswick, New Jersey 08901

Northern California Service League
693 Mission Street
San Francisco, California 94105

Osborne Association
114 East 30 Street
New York, New York 10016

P-A-C-E, Inc.
615 North Alabama Street
Indianapolis, Indiana 46204

Pennsylvania Prison Society
311 South Juniper Street
Philadelphia, Pennsylvania 19107

Prisoners' Aid Association of Maryland
109 Old Town Bank Building
Baltimore, Maryland 21202

Quaker Committee on Social Rehabilitation
135 Christopher Street
New York, New York 10003

St. Louis Bureau for Men
1722 Olive Street
St. Louis, Missouri 63103

Special Social Services, Inc.
415 Lexington Avenue
New York, New York 10017

The Alston Wilkes Society
P. O. Box 363
Columbia, South Carolina 29202

Massachusetts Correctional Association
33 Mt. Vernon Street
Boston, Massachusetts 02108

Wisconsin Correctional Service
526 West Wisconsin Avenue
Milwaukee, Wisconsin 53203

The Women's Prison Association of New York
110 Second Avenue
New York, New York 10003

Most other prisoner aid groups can be located through local community action programs. Be sure the ex-offender has the names and addresses of such groups.

Refer ex-offenders returning to other states to the *Traveler's Aid Society*, in case help is needed with transportation.

9. Tell the ex-offender about any RECREATIONAL OR CULTURAL PROGRAMS in which he might be interested, such as programs conducted by the YMCA, free concerts, and Little Theater groups.

THE LITTLE THEATER GROUP IN YOUR TOWN COULD PROBABLY USE YOUR HELP IN BUILDING AND PAINTING SETS. YOU'RE GOOD AT THAT, YOU MIGHT ENJOY IT!

---

10. If the ex-offender has had a NARCOTICS OR ALCOHOL PROBLEM and would like to meet someone from Narcotics or Alcoholics Anonymous, arrange for him to do so. (A call to the organization will probably be sufficient.)

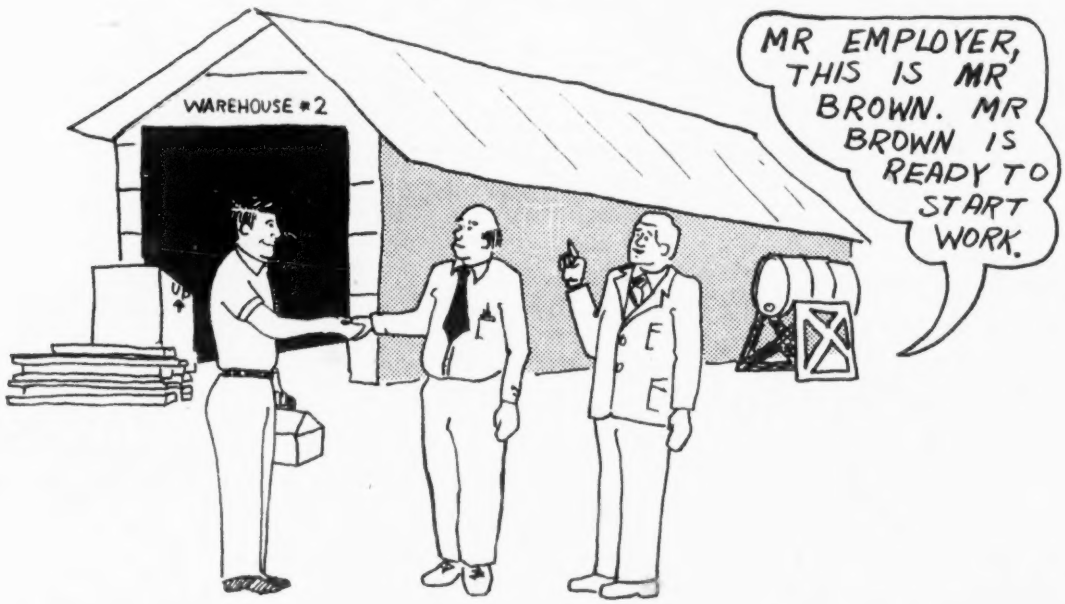
YOU MIGHT LIKE TO MEET ONE OF THE MEMBERS AND ATTEND A MEETING TO SEE HOW YOU LIKE THE PEOPLE. THEY HAVE ALL HAD THE SAME PROBLEM.

---

11. Make a final check on the EX-OFFENDER'S ADDRESS AND TELEPHONE NUMBER at home and at work (if the home number is available). Also, for aid (in case it should be needed later) in locating the trainee for long-term follow-up, make a record of these names, addresses, and phone numbers:

(1) Person(s) who will "always know" where trainee is
(2) Wife, ex-wife, and/or girl friend(s)
(3) Any friends in the community, such as "adviser" or "sponsor"
(4) Accomplice, if any, in crime committed
(5) Best friend in prison

12. Lastly (for men going to work in nearby communities), to be sure that nothing happens at the last minute to undo all the efforts of past months, it is a good idea to TAKE THE EX-OFFENDER TO WORK ON THE FIRST DAY TO INTRODUCE HIM TO HIS EMPLOYER.



Try also to see that his orientation on the job and with his co-workers is well planned and adequate.

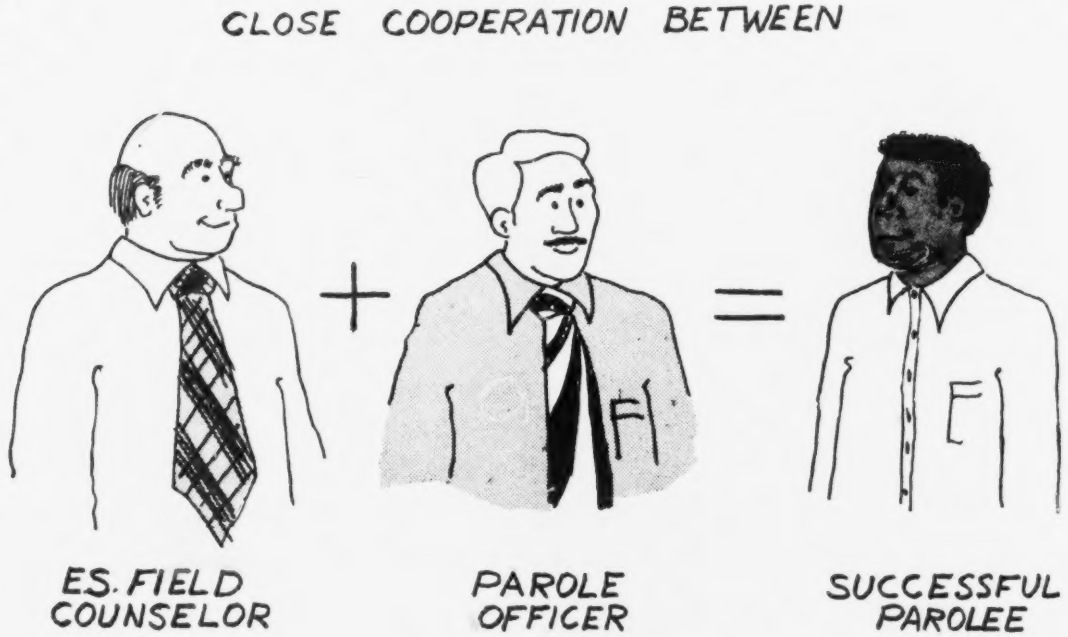
If the preceding suggestions are carried out, it is most likely that more ex-offenders will be placed in more appropriate jobs and will be more likely to *keep* those jobs and make a successful return to the free society. Remember that the time and expense involved in rehabilitation through training and placement is negligible relative to the danger and expense of a man's return to crime and then possibly to the correctional institution again.

For your own convenience–

You may find it efficient to keep the names of agencies, volunteer groups, and prospective employers–by communities–in a *desk guide for quick reference.*

FOLLOW-UP

The suggestions for follow-up are directed primarily to the Employment Service FIELD counselor who will be stationed in a community to which MDTA graduates are returning. The first priority for this ES counselor is generally acknowledged to be the provision of support as needed to avert recidivism. As with other Employment Service activities, to be most effective, the services provided by the counselor must be coordinated with others involved, particularly the parole officer. The parole officer's approval must be obtained before a parolee can change his job or his residence. The Employment Service field counselor should work closely with the parole officer on the parolee's problems, the establishment of his goals, and his progress in attaining those goals.



Providing Gene . Supportive Services

1. Visiting the ex-offender

   Generally the counselor should VISIT THE EX-OFFENDER AT LEAST ONCE A MONTH for the first six months. If the ex-offender is having problems, more frequent visits over a longer period of time may be necessary. Discussion of problems during these visits may avoid larger problems later.

KNOCKING THE MAN DOWN WON'T BE THE BEST WAY TO HANDLE THE SITUATION, YOU KNOW. IF YOU DO, YOU COULD LOSE YOUR JOB AND ALSO YOUR PAROLE.

2. Counseling the trainees' families

3. Recommending community services

Services may be available to help with legal or financial problems, to provide counseling, medical and dental care, and for recreation. The ES field counselor should be aware of and recommend services in the same way suggested for the "in-house" ES counselor on pages 36-40 of this *Guide*.

Contacting the Ex-offender's Employer

If the ex-offender was placed as an ex-offender (the employer knows that he is an ex-offender), call or visit the employer and offer to be of help if any problems arise.

Before visiting the employer you should, of course, talk to the ES counselor (or other person) who arranged the job–so that you will know something about the employer's reasons for hiring the man and the employer's general feelings about it (reluctant? worried? eager?).

It is probably a good idea to contact the ex-offender's employer fairly regularly to be sure that everything is running smoothly from the employer's point of view. If there *are* problems, you may be able to help. The employer may also take more interest in the ex-offender if he knows that others are interested too.

Suggestions on what to do if–

1. An Ex-offender Becomes Unemployed (quits or gets fired)

   - Obtain and record information from the ex-offender about length of time he was on the job and his reason for leaving.

   - Find the ex-offender another job as soon as possible (clear it with the parole officer) and arrange for supportive services, as needed, until the man is settled in the new job.

I'LL CHECK WITH BROWN'S AUTO REPAIR. HE MAY NEED A GOOD AUTO MECHANIC. MEANWHILE, YOU CAN DRAW UNEMPLOYMENT AND BE LOOKING TOO.

2. An Ex-offender is Re-arrested

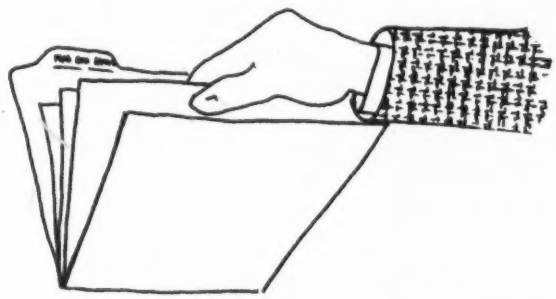
- Obtain and record information about the violation from the parole officer, or police officer, and from the employer–if the violation was work-related. Add that information to your agency records.

Keeping General Records

It is a good idea to keep together the names of all trainees who are paroled or released during each month. These may be kept in a *monthly* file folder for easy reference.

For *each trainee* released or paroled this information should be kept:

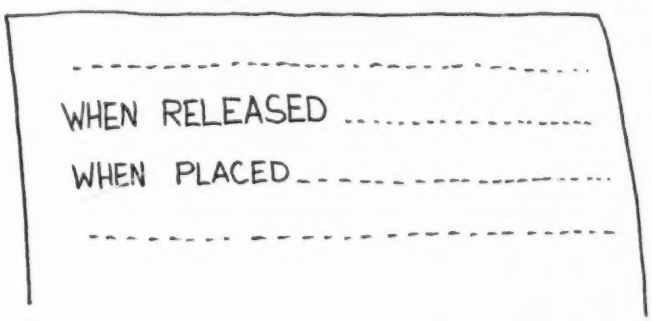
1. Name, address, and telephone number
   Name of employer, work address, and telephone number



WHO HE IS AND WHERE HE LIVES AND WORKS

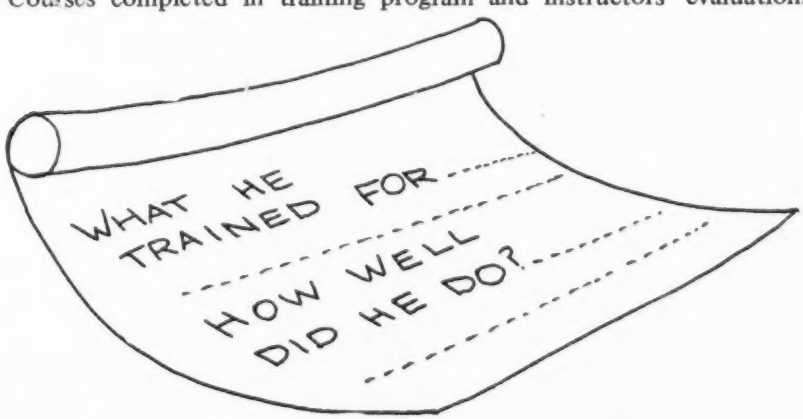
---

2. Dates of release or parole and reporting to work



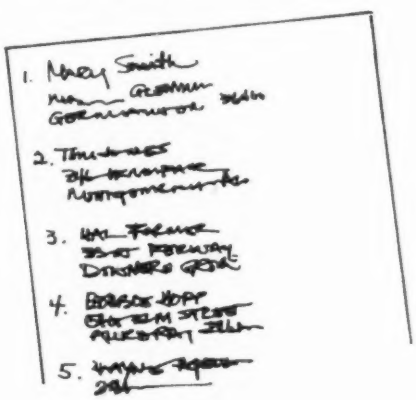
---

3. Courses completed in training program and instructors' evaluations



4. Write-ups of each visit with ex-offender

5. Names and addresses of friends and relatives



You may need to contact them, particularly if you have trouble finding the ex-offender.

It is also suggested that you keep the names of all training program graduates who have *not* been released or paroled and a current record of their parole or release status. There may be ways in which you can help them toward parole or release by finding appropriate jobs for them--on a tentative basis.

SEE TYPICAL GENERAL FOLLOW-UP

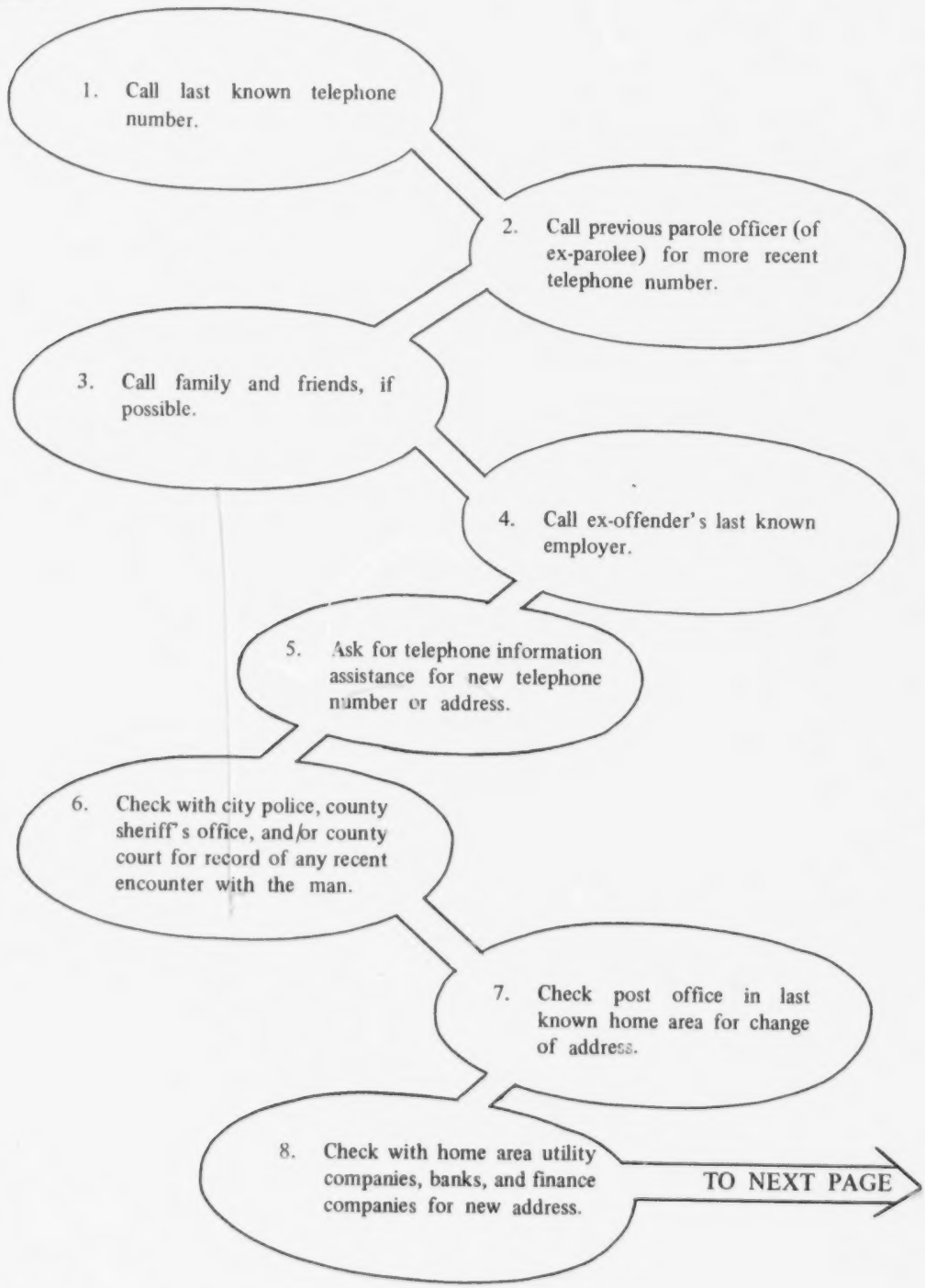
FORMS BEGINNING ON PAGE 99

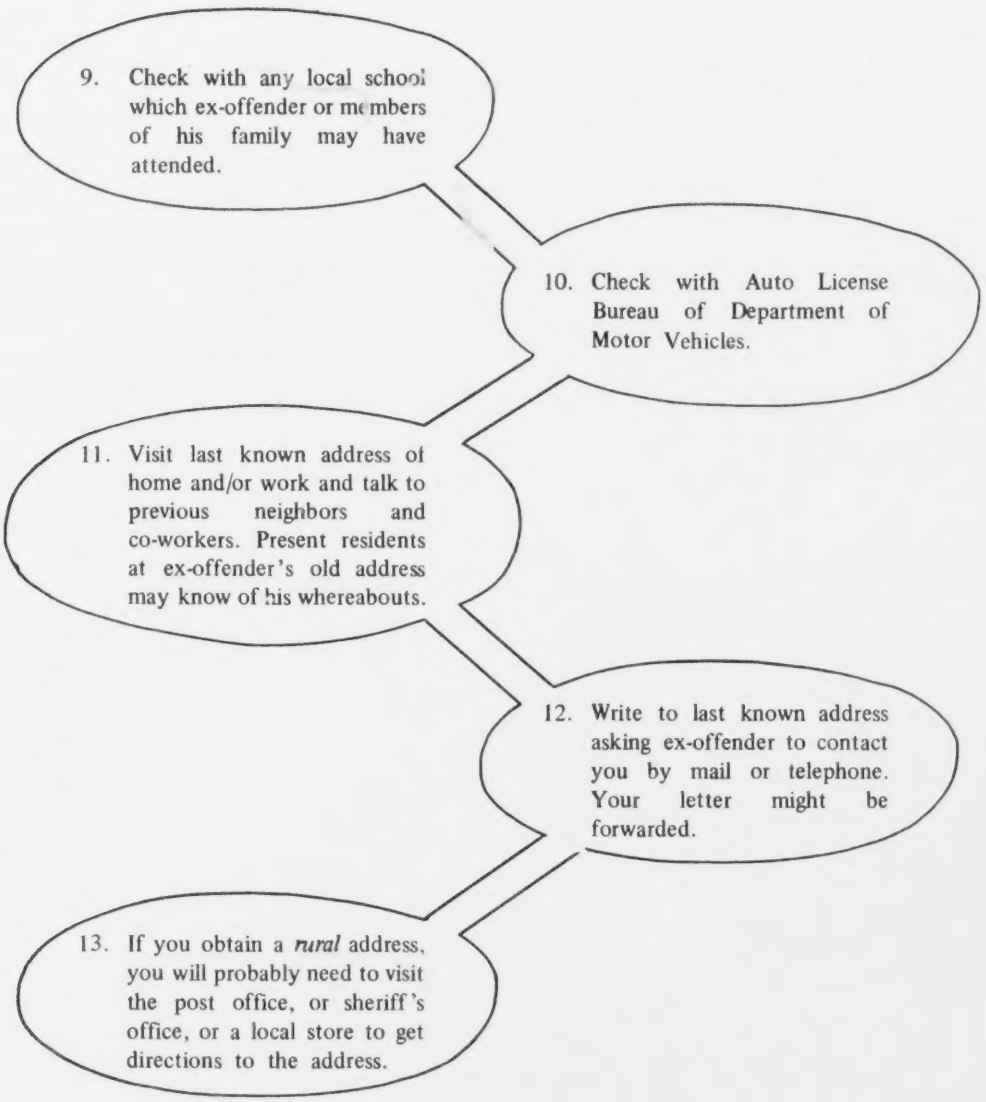
OF THIS GUIDE.

Forms such as those shown are for your convenience in keeping records. They may be revised to meet your agency's needs and general policies and used in the way most convenient and in line with your general procedures.

Locating Released Graduates for Long-Term Follow-Up

The following suggestions may be helpful in locating ex-offenders who have been released and may have moved. This may sometimes be necessary for long-term follow-up studies.


1. Call last known telephone number.
2. Call previous parole officer (of ex-parolee) for more recent telephone number.
3. Call family and friends, if possible.
4. Call ex-offender's last known employer.
5. Ask for telephone information assistance for new telephone number or address.
6. Check with city police, county sheriff's office, and/or county court for record of any recent encounter with the man.
7. Check post office in last known home area for change of address.
8. Check with home area utility companies, banks, and finance companies for new address.
TO NEXT PAGE


9. Check with any local school which ex-offender or members of his family may have attended.
10. Check with Auto License Bureau of Department of Motor Vehicles.
11. Visit last known address of home and/or work and talk to previous neighbors and co-workers. Present residents at ex-offender's old address may know of his whereabouts.
12. Write to last known address asking ex-offender to contact you by mail or telephone. Your letter might be forwarded.
13. If you obtain a *rural* address, you will probably need to visit the post office, or sheriff's office, or a local store to get directions to the address.

In all contacts made to locate the ex-offender, the ES counselor should explain that he is *seeking employment information* from the man. The counselor should also leave his business card with all whom he visits personally. He should *never* say anything which might cause people to think that the man has done wrong or is being sought by the police or FBI.

Usually, records *must* be kept because they are required by the funding agencies. These agencies' reasons for requiring these data are, generally, to better understand the factors which may lead to success or to recidivism. Knowledge so gained may then be used to improve the Employment Service's methods and procedures.

Employment Service counselors also need the records for their own use, of course, to keep track of each ex-offender's progress and problems so that the counselor can best serve each man's needs.

REMEMBER–THE EX-OFFENDER'S

SUCCESS IS YOUR SUCCESS!

APPENDIXES

APPENDIX A

Bonding Information

1
What is the Federal Bonding Program?

The Federal Bonding Program is a means by which the Manpower Administration of the Department of Labor offers fidelity bonding coverage to qualified job applicants who cannot otherwise obtain it. It is administered by the State employment service agencies, which have a limited amount of coverage that can be extended to individuals in particular instances. This bonding coverage is available to persons who cannot obtain suitable employment because they have police, credit, or other records which prevent their being covered by the usual commercial bonds. Prospective employers require these bonds to protect themselves against loss from infidelity, dishonesty, or default.

2
Why was the Federal Bonding Program initiated?

Many ex-offenders return to crime because their prison records prevent them from obtaining the bonding coverage that certain jobs require. Evaluation of the Department of Labor's experimental and demonstration bonding projects that have been initiated over the last 4 years shows that they have greatly increased job opportunities for individuals who formerly could not obtain suitable employment because they could not get usual commercial bonding coverage.

3
What are some further objectives of the Federal Bonding Program?

One objective of the Federal Bonding Program is to stimulate employers and commercial bonding firms to reexamine bonding practices and thus reduce or eliminate barriers to employment that have nothing to do with ability to perform. One way this is done is by demonstrating the successes of the DOL bonding program. An effort is being made to gain acceptance by commercial companies of persons who have been bonded under the DOL program after completion of successful DOL coverage.

4
Where does one go for fidelity bonding coverage?

Either the jobseeker or his prospective employer may seek fidelity bonding coverage at any local office of the State employment service. These offices are found everywhere in the United States and its possessions and territories, including Puerto Rico, the Virgin Islands, and Guam.

5
Who is eligible to participate in the Federal Bonding Program?

Bonding assistance may be provided to any individual making direct application through a public employment office. To be bonded under this program, an individual must:

a)
Be qualified and suitable for the employment in question.
b)
Not be commercially bondable under ordinary circumstances.

6
What jobs may be covered?

Many jobs require bonding. However, the employer may state that his bonding company will not cover persons with questionable records. In such circumstances, eligibility for coverage of a particular job under the DOL bonding program is clearly established. Other employers may insist on a bond even though the job involved has not heretofore been covered; that is, they would refuse to employ on that job an individual with a questionable record unless he is bonded. The DOL program will cover such cases if the jobs are those in which irresponsible or dishonest conduct can materially damage the employer and are those that would offer the worker full-time steady work, adequate working conditions and wages, and a reasonable expectation of permanency.

7
When is the coverage effective?

Coverage becomes effective immediately when both of these conditions have been met:
a)
The applicant has begun work.
b)
The manager of the local employment service office or other authorized personnel of the State agency has certified the bond.

8
What are the amount and duration of coverage?

The bonds are issued in units of $500. Maximum coverage is limited to 20 units ($10,000) per month. Although the bonds have no specified termination date, coverage is usually obligated for 1 year. At the end of that year, the employer will be asked to assimilate the bonded individual into his regular bonding arrangements, drop the requirement for bonding, or make whatever arrangement he can, provided this does not jeopardize the individual's job. However, if the employer cannot make other arrangements, coverage may continue past that year; the State employment service staff will check regularly, at least every 6 months, to see when the requirement can be dropped.

APPENDIX B

Tentative Employment Agreement

TENTATIVE EMPLOYMENT AGREEMENT

Date _____

I hereby, tentatively, agree to employ _____
(Name of trainee)

in the position of _____
(Title or description of job offered)

on or about _____.
(Date job is available)

I understand that this individual is presently a student in the Vocational Training Project, under the Manpower Development and Training Act, at Draper Correctional Center, Elmore, Alabama.

I further understand that his tentative parole date is on or about _____
(Tentative parole date)

at which time he will become available for employment.

I am also aware that the above-named individual (will - will not) be under the supervision of the Alabama Board of Pardons and Parole or some other agency designated by them.

_____
(Signature of employer)

_____
(Title)

_____
(Name of business)

_____
(Business address)

APPENDIX C

Typical Press Release

63

December 7, 1971

FOR IMMEDIATE RELEASE

From: Mr. John Jones
Alabama Employment Service
Draper Correctional Center
Elmore, Alabama 36025

****

"A PRIMARY GOAL OF THE DRAPER MANPOWER DEVELOPMENT AND TRAINING PROJECT IS TO PREPARE THE OFFENDER TO GET A JOB AND STAY EMPLOYED UPON RELEASE FROM PRISON," STATES MR. JONES OF THE ALABAMA EMPLOYMENT SERVICE. MR. JONES CITED RELEASE PLANS OF SEVERAL INMATE TRAINEES WHO WILL GRADUATE FROM THE MANPOWER PROJECT AS ENTRY-LEVEL TRADESMEN IN A CEREMONY AT THE DRAPER CORRECTIONAL CENTER CHAPEL ON MONDAY, DECEMBER 20.

TOM, WHO HAS RECEIVED TRAINING AS A WELDER, HAS SERVED SENTENCES IN STATE AND FEDERAL INSTITUTIONS FOR MORE THAN FIVE YEARS FOR GOING ON A "HOLD-UP" SPREE. A NAVY VETERAN WITH NEARLY FOUR YEARS OF GI BENEFITS AWAITING HIM, THIS YOUNG MAN IS TAKING THE GENERAL EDUCATIONAL DEVELOPMENT TEST FOR THE EQUIVALENCY OF A HIGH SCHOOL DIPLOMA THIS WEEK. IF SUCCESSFUL, TOM AND 16 OTHER CANDIDATES WILL RECEIVE GED CERTIFICATES DURING MONDAY'S CEREMONY. THE

SUCCESS OF THESE 17 STUDENTS WILL BRING TO 62 THE TOTAL NUMBER OF INMATES WHO HAVE EARNED THE EQUIVALENCY OF A HIGH SCHOOL DIPLOMA WHILE ACQUIRING A VOCATIONAL SKILL IN THE MANPOWER PROJECT. ONCE THIS YOUNG MAN HAS PROVED HIMSELF ON THE JOB,AS A WELDER IN THE CONSTRUCTION BUSINESS, HE PLANS TO ENROLL IN COLLEGE WHERE HE WILL PURSUE A LONG-RANGE GOAL TO BECOME AN INDUSTRIAL ENGINEER.

LARRY, A THIRD-TIME OFFENDER, HAS BEEN IN AND OUT OF PRISONS MOST OF HIS YOUNG ADULT LIFE. BETWEEN PRISON TERMS, HE WORKED AS AN ELECTRICIAN'S "HELPER." HIS STINT IN THE DRAPER PROJECT HAS ENABLED HIM TO UPGRADE HIS SKILL SO THAT HE CAN GET A JOB AS AN ELECTRICAL APPLIANCE REPAIRMAN. AS A RESULT OF LARRY'S EFFORTS TO IMPROVE HIMSELF, ANOTHER CHARGE WHICH MIGHT HAVE KEPT HIM IN PRISON FOR SEVERAL ADDITIONAL YEARS WAS DROPPED, AND NOW HE HAS A CHANCE TO PROVE HIMSELF CAPABLE OF EARNING A LIVING FOR HIS WIFE AND YOUNG SON.

SAM HAD NO TRAINING BUT HE ENJOYED CUTTING HAIR BACK IN HIS HOME COMMUNITY. PEOPLE THERE OFTEN SAID THAT HE WOULD MAKE A GOOD BARBER. INSTEAD, HE GOT INTO TROUBLE AND WAS SENT TO PRISON. SAM TOOK ADVANTAGE OF THE VOCATIONAL PROGRAM AT DRAPER, AND IS NOW FULLY QUALIFIED TO TAKE THE BARBERING EXAMINATION FOR A LICENSE TO BARBER IN HIS HOME COUNTY. HE DREAMS OF

SOMEDAY OWNING A SHOP, A DREAM NOT TOO UNREALISTIC SINCE HE KNOWS THAT ONE PREVIOUS GRADUATE OF THE PROJECT NOW OWNS HALF INTEREST IN A BARBER SHOP IN THE BIRMINGHAM AREA.

TOM, LARRY AND SAM ARE TYPICAL EXAMPLES OF THE 59 INMATES WHO WILL GRADUATE FROM DRAPER'S MANPOWER PROJECT NEXT MONDAY. SINCE THIS EXPERIMENTAL-DEMONSTRATION PROGRAM BEGAN IN OCTOBER OF 1964, 332 YOUNG OFFENDERS HAVE RECEIVED VOCATIONAL TRAINING. OF 238 GRADUATES WHO WERE RELEASED AND PLACED IN JOBS, ONLY 25 PERCENT RETURNED TO PRISON WITHIN ONE YEAR.

THE DRAPER E&D PROJECT, ONE OF THREE PILOT MANPOWER PROGRAMS FOR PRISONERS IN THE NATION, IS CONDUCTED BY THE REHABILITATION RESEARCH FOUNDATION, ELMORE, ALABAMA, IN COOPERATION WITH THE STATE BOARD OF CORRECTIONS, THE DIVISION OF VOCATIONAL EDUCATION, EMPLOYMENT SERVICE, PARDONS AND PAROLES BOARD, AND THE DIVISION OF VOCATIONAL REHABILITATION. REPRESENTATIVES OF EACH OF THESE AGENCIES, FAMILIES OF GRADUATES AND FRIENDS OF THE PROJECT WILL BE ON HAND MONDAY WHEN A SERIES OF AWARDS WILL BE PRESENTED TO INMATES DURING THE GRADUATION EXERCISES. NOTABLE AMONG THE GRADUATES' ACHIEVEMENTS IS THE CERTIFICATION OF 14 WELDING

TRAINEES AS QUALIFIED ARC WELDERS IN THE BUILDING TRADES BY THE AMERICAN WELDING SOCIETY.

THE GRADUATION EXERCISES WILL BEGIN AT TWO IN THE AFTERNOON, WITH DIRECTOR OF THE FOUNDATION, DR. JOHN M. MCKEE PRESIDING. OLIVER B. PORTERFIELD, MINISTER OF THE CLEVELAND AVENUE CHURCH OF CHRIST, MONTGOMERY, WILL GIVE THE INVOCATION. DR. LOUIS ARMSTRONG, PASTOR OF THE MORNINGVIEW BAPTIST CHURCH, MONTGOMERY, WILL BE FEATURED SPEAKER, AND WALLACE H. WELCH, CHAPLAIN AT DRAPER, WILL PRONOUNCE THE BENEDICTION.

THE RECEPTION TO FOLLOW IN THE PRISON'S VISITING ROOM WILL BE HOSTED BY THE CLEVELAND AVENUE CHURCH OF CHRIST.

APPENDIX D

Three Typical Articles, Reprinted
from Newspapers, Which Could
be Printed and Distributed
as General Literature

*INMATE FOLLOW-UP:
A SHORT CASE HISTORY

"I felt like I'd just been born again. I was scared." This is how John (not his real name), an ex-offender, described his first day outside of Draper after three years and four months of imprisonment. He continued, "I didn't know if I was ready. I felt like everybody was looking at me and that they knew I was an ex-convict. I stayed in my room a lot. I was afraid to be with people."

John's first day on the outside was fairly typical of new releasees. The typical newly released offender tends to withdraw from society. He generally allows himself no opportunity to meet others and then becomes bitter when no one befriends him.

Most inmates don't have the advantages that John had while in prison and after release. While at Draper, John was accepted into the Rehabilitation Research Foundation's Manpower Development and Training Program. He entered training in the field of barbering under the instruction of Jimmy Graham. He also received basic education courses and aid in developing his personal-social skills. Thus, an undereducated, nineteen-year-old black burglar became a barber.

John had another advantage after his release which most inmates don't have. The Foundation's intensive follow-up group aided John in his adjustment to the "free world." One member of the team visits John at lease once a week to discuss his adjustment to the "free world" and help him solve problems.

One instance occurred shortly after his release. John paid a visit to his hometown where he spent the money given to him upon release. By the time he arrived in Montgomery, he was broke and didn't have many clothes. The follow-up team gave John clothing and money to get him started. He's been improving steadily since.

*Reprint from Intervene Vol. I, No. 13, Rehabilitation Research Foundation, Elmore, Alabama, January - February, 1971.

The follow-up team--Courtney Crenshaw, Michael Washburn, and Charles Loman--has worked with various community agencies on behalf of inmates. The agencies included the Department of Mental Health, the Family Court, Vocational Rehabilitation and the County Court; in one case, even a Justice of the Peace was contacted.

John told about how the follow-up group helped him: "Mr. Crenshaw helped me to realize that I had to get out and meet people and not to give up when things got tough. He told me that no one knows I've been in prison unless I tell them, and he was right. I've got lots of friends now and most of them know I was in Draper. But they like me for me now, and what's in the past doesn't mean anything to them." His girl friend and her parents are aware of his past, but they seem unconcerned about it.

John has been out of prison for ten months now. Both he and Mr. Crenshaw are pleased with his progress and success.

John is by no means perfect; he isn't a "hail fellow well met." His handshake is limp; he sometimes mumbles and fails to look you in the eye. But he's earning a living, meeting new people, and gaining friends. His training at Draper and the efforts of the intervention team after his release have given John a head start to success in the free world.

*MYTHS AND FACTS

He can make it if he wants to.

Underlying this myth is the prevalent influence of the "American Dream" which holds that any man who really tries can succeed against overwhelming odds and partake of the material and social rewards of success.

Unfortunately, the facts of American life attest to many of the fallacies in this legend: For large segments of American society, the American Dream is an unattainable vision. Among those dispossessed is the prisoner.

Current research indicates that for the former prisoner, employment--a steady, well-paying, satisfying job--may be the most critical single variable in post-prison adjustment. Ironically, research also indicates that nearly all employers discriminate against prisoners in some way.

Among the nation's biggest employers are state and national government agencies. And one of the first questions they ask on their application forms is: "Have you ever been arrested for a law violation other than a minor traffic violation?"

Federal employers state that this question, like all others, must be answered truthfully in order for the individual to qualify for federal positions. Failure to answer truthfully will disqualify him from consideration for a job. Yet answering truthfully--if the answer is affirmative--may have the same effect. The distinction lies in the "nature of the offense."

Similar restrictions apply in the military service. Yet for many young men who come from disadvantaged backgrounds, the military offers the one way out of their environment. A prison record can bar that way out and end the hope of training, promotion, and patriotic service.

*Reprint from Pacesetter Vol. II, No. 6, Rehabilitation Research Foundation, Elmore, Alabama, October, 1970.

What about private employers? A survey made by the Experimental Manpower Laboratory for Corrections indicated that some employment barriers could be insurmountable. Repeated offenses (armed robbery and narcotics, especially) were frequently cited as conditions under which an individual would be considered unemployable. Other barriers include the manifestation of attitudes inappropriate to work (attitudes which may be learned in one's environment but which are surely reinforced in prison), absence of face-to-face interviews (few prison systems have provisions for such interviews), and basic education deficiencies.

"He can make it if he wants to." Or can he, in the face of such barriers? Perhaps, if he possesses a skill which employers need and want badly enough to overlook his record and related deficiencies. But where is he going to get such a skill? Not in many prisons.

The truth behind the myth that he can make it if he wants to is that few prisoners have marketable skills when they enter prison. And few prisoners in American prisons receive training in marketable skills while they are serving time. Further, many enter prison with severe psychological or physical problems which hinder their employability.

"He can make it if he wants to?" Not without the concern of a community which is aware of what it takes to make prisoners into employable citizens. Not without comprehensive rehabilitation programs in the prison and in the community. Not without a complete reexamination of employment restrictions based on too little fact and too much bias. Not without the help of a concerned citizenry.

He can make it if we all want him to.

*HE HIRES EX-OFFENDERS

Placing a trainee in any type of job can be hard to do. Placing one on a job that is related to his training can be even harder.

Alabama Gravel Company, Elmore plant, has been instrumental in helping ex-offenders. Mr. Bill Kyle, resident manager, is very interested in the rehabilitation process and has some good attitudes and feelings towards it. Mr. Kyle says, "It's natural for the public to stigmatize the prisoner, but it is wrong to make a final judgement on someone who has made a mistake." Kyle feels very strongly about this and thinks that a man should be judged on what he can do and not on where he came from or what color his skin may be. He also has strong convictions about the injustices often done to people and believes that every effort should be made to correct them.

Mr. Kyle and Johnnie Reeder, plant superintendent, make every effort to help their men improve their job attitudes, the attitudes toward safety regulations, and their job participation. Kyle is a firm believer in a man accepting his responsibility, and he credits the success of the two ex-offenders presently working for him to their ability to do this. Mr. Kyle says: The quicker a man can accept responsibility, the quicker he can rehabilitate himself or 'melt' into the outside community. Even though we try to help these men as much as possible, there still are certain areas that they must improve in themselves.

"When an inmate first comes out you are prone to have pity for him," Kyle continued, "but this is bad. It may only lead to trouble. In the first place, the man doesn't want it and in the second place, it is self-defeating. This man has to have some pride, and this is why it is so important to rehabilitate him instead of caging him like an animal."

*Reprint from Intervene Vol I, No. 9, Rehabilitation Research Foundation, Elmore, Alabama, May, 1970.

Mr. Kyle feels that money spent for rehabilitation is well spent..."If rehabilitation programs have as much success as I do (2 out of 4), the money spent is bargain money."

According to Mr. Kyle, the public is sympathetic but doesn't get involved with helping the ex-offender like it should. He feels that many times it is necessary to go that "second mile." And that if they really want to help, people should be willing to board these men when they get out. Often ex-offenders can't find acceptable places to live, especially in the rural areas.

Kyle says, "Many times these men are exploited by the community and by the company that hires them. These men can be productive citizens and benefit the community as a whole."

Kyle quoted John Donne, "No man is an island unto himself," and went on to say, "each person makes the outside 'Family' stronger or weaker; the rehabilitation process helps everyone concerned, inmate, employer, and society."

"I have learned a real lesson from the men from Draper I've hired; I've become more aware of many things that I didn't know, and I've come to realize that these men need as much help as they can get."

The ex-offenders hired by Alabama Gravel are not coddled; they're expected to put in a good day's work and are treated like any other employee. This is the kind of help Kyle feels does the most good.

APPENDIX E

Trainee Personal Data Form

DRAPER VOCATIONAL EXPERIMENTAL-DEMONSTRATION PROJECT
ELMORE, ALABAMA

TRAINEE PERSONAL DATA FORM Date _____

Name _____ (Last), _____ (First) _____ (M.I.) Prison No. _____

Date of birth _____ Place of birth _____

Home address _____

Above occupied by whom? _____ (Name) Relationship to you _____

Marital status _____ No. dependents _____ Social Security No. _____

Father's name _____ Address _____

Mother's name _____ Address _____

Wife's name _____ Address _____

Parents are: living together _____ divorced _____ separated _____ deceased _____

Prior military service _____ Date entered _____ Date discharged _____

Type of discharge _____ Military specialty _____

Highest grade completed _____ Where _____

Special training or skills _____

Present vocational training course _____ Class No. _____

Beginning date _____ Completion date _____ Instructor _____

Previous civilian employment _____

_____

Where do you prefer to locate upon release? _____ (City) (State)

With whom would you reside? _____ (Name) (Street address)

Crime for which you are serving time _____

Where, when, and against whom committed? _____

_____

Date convicted _____ Length of sentence _____ Age at trial _____

Holdovers or detainers _____

Previous parole or probation _____ Where? _____ Supervisor _____

Present parole set: _____ Short-time _____ Long-time _____

Names and addresses of prospective employers _____

_____

_____

APPENDIX F

Instructor's Evaluation Form

VOCATIONAL EXPERIMENTAL-DEMONSTRATION PROJECT

Draper Correctional Center
Elmore, Alabama

INSTRUCTOR'S TRAINING EVALUATION

Date _____

Name _____ Serial No. _____

Training course _____

Date course began _____ Completion date _____

Parole set-up _____

Shop performance _____

_____

_____

Classroom performance _____

_____

_____

Social attitude _____

_____

_____

Conduct while under your supervision _____

_____

_____

Would you recommend this individual for employment in a job for which he has received training?

Yes ____ No ____ (Explain) _____

_____

_____

_____

Do you personally consider this individual a good parole risk? Yes ____ No ____

(Explain) _____

_____

_____
Instructor's Signature

APPENDIX G

Employment Service 564 Form
and Supplement

ALABAMA STATE EMPLOYMENT SERVICE
FORM ASES-564 (R-3/70)

CLEARANCE APPLICATION

DATE _____

MR. MRS. MISS LAST NAME	FIRST	MIDDLE	SOCIAL SECURITY NO.	OCCUPATIONAL TITLE	CODE

ADDRESS NUMBER AND STREET	CITY	ZONE	STATE	TELEPHONE

MARITAL STATUS (CHECK) ☐ SINGLE ☐ MARRIED ☐ WIDOWED ☐ DIVORCED	DATE OF BIRTH	HEIGHT	WEIGHT	NO. OF DEPS.	DESCRIBE PHYSICAL LIMITATIONS IF ANY

MILITARY SERVICE (COMPLETE IF APPLICABLE)

GROUP	DATE ENTERED SERVICE	DATE SEPARATED	BRANCH OF SERVICE

EDUCATION

GRADE AND HIGH SCHOOL — CIRCLE HIGHEST YEAR COMPLETED: 1 2 3 4 5 6 7 8 9 10 11 12

COLLEGE OR UNIV.

UNDERGRADUATE-NAME, LOCATION	MAJOR	MINOR	DEGREES OR HOURS Q/H OR S/H	DATES ATTENDED FROM	TO

POSTGRADUATE-NAME, LOCATION	SUBJECT OR FIELD		DEGREES OR HOURS Q/H OR S/H	DATES ATTENDED FROM	TO

OTHER

OCCUPATIONAL OR SPECIALIZED TRAINING (DESCRIBE FULLY):

FOREIGN LANGUAGES (STATE EXACTLY ABILITY TO SPEAK, READ AND WRITE EACH LANGUAGE YOU CAN USE.)

LIST CURRENT LICENSES OR CERTIFICATES (GIVE STATE OF ISSUE) TOOLS, OR SPECIAL EQUIPMENT.

OWN A CAR? _____

DRIVE A CAR? _____

LIST MEMBERSHIPS IN SCIENTIFIC, PROFESSIONAL, OR TRADE ORGANIZATIONS, INCLUDING MEMBERSHIP IN UNION.

SPECIAL ACCOMPLISHMENTS OR ACTIVITIES

SPECIFY PREFERENCES SUCH AS OCCUPATIONAL SPECIALIZATIONS, GEOGRAPHIC LOCATION, TRAVEL, AND MINIMUM SALARY.

TO:

OHO - CITY

STREET ADDRESS

STATE

FROM:

AHO - CITY

STREET ADDRESS

STATE

SUBMITTED RE:

ORDER NUMBER

IJO-LINE-PERIOD

JOB DEV.

FROM OHO TO AHO:

SPECIAL REFERRAL INSTRUCTIONS, ADDITIONAL INFORMATION NEEDED, ETC.

EMPLOYMENT RECORD

List Current or Last Job First

Name of Firm _____ Kind of Business _____
Address _____
Date Started _____ Date Ended _____ Rate of Pay _____
Name and Title of Immediate Supervisor _____
Reason for Leaving _____
Job Title and Description of Duties (Include Number and Type of Persons Supervised)

Name of Firm _____ Kind of Business _____
Address _____
Date Started _____ Date Ended _____ Rate of Pay _____
Name and Title of Immediate Supervisor _____
Reason for Leaving _____
Job Title and Description of Duties (Include Number and Type of Persons Supervised)

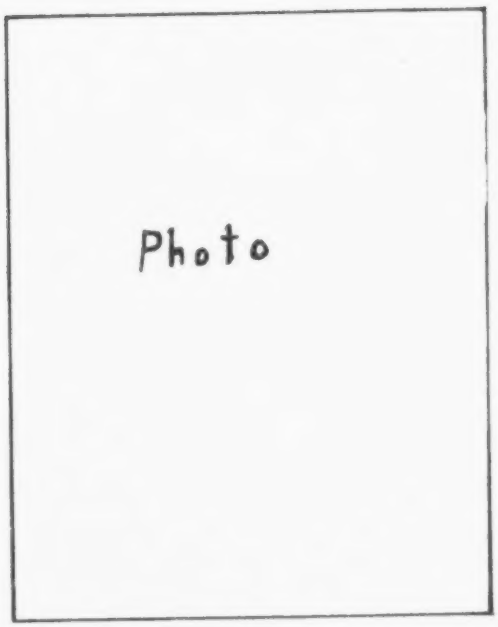
Name of Firm _____ Kind of Business _____
Address _____
Date Started _____ Date Ended _____ Rate of Pay _____
Name and Title of Immediate Supervisor _____
Reason for Leaving _____
Job Title and Description of Duties (Include Number and Type of Persons Supervised)

Name of Firm _____ Kind of Business _____
Address _____
Date Started _____ Date Ended _____ Rate of Pay _____
Name and Title of Immediate Supervisor _____
Reason for Leaving _____
Job Title and Description of Duties (Include Number and Type of Persons Supervised)

May your Present Employer be Contacted? Yes____ No ____
Local Office Comments:

Attach Additional Sheets if Needed.

Supplement to ES–564



Name _____

Reason for Imprisonment (Please detail) _____

_____

_____

_____

Sentence Given _____

Time Served _____

Date Eligible for Placement _____

Parole ( ) or Release ( )

First Offender Yes ____ No ____ Details of previous offenses _____

_____

Work Record While Incarcerated

A. Job Assignment _____
B. Is inmate's work satisfactory? Yes ____ No ____
C. Attitude toward job: Good ____ Fair ____ Poor ____

Behavior Record While Incarcerated

A. Overall Rating Excellent ____ Good ____ Fair ____ Poor ____
B. List any Institutional Violations _____

_____

C. Improvements _____

_____

Training While Incarcerated _____

_____

Vocational Objective of Applicant _____

Recommendations by Training Facility, Classification Officer, and ES Personnel:

APPENDIX H

'Opening Doors for You
in the Montgomery Community'

OPENING DOORS

for you

in the

Montgomery Community

Prepared by

Voluntary Association
for
Correctional Services

in cooperation with the

Rehabilitation Research Foundation

Published by the Rehabilitation Research Foundation
Center for Studies in Community Corrections
17 South McDonough Street
Montgomery, Alabama
May 1, 1971

. You have been released from prison...

. You may need help in establishing yourself in your community...

. There are many agencies which are prepared to help you if you have problems:

–trouble with your health

–finding a place to live

–a need for more training

–family or emotional problems

–other problems which make your new life in the community difficult

Call or visit:

Center for Studies in Community Corrections
17 South McDonough Street
Telephone: 262-6482

This center is sponsored by the Rehabilitation Research Foundation at Draper Correctional Center in Elmore, Alabama, and provides counseling, educational opportunities and referral services for you.

Introduction

This pamphlet was written to help you during those few weeks before and after your release from prison. Though these crucial first weeks were of first concern, this pamphlet could be a handy reference throughout your first year in the community.

The services mentioned in this pamphlet are related to the needs of inmates who are returning to the Montgomery area from prison; however, they may prove helpful to those in the Montgomery area who have been recently released from court via probation or a verdict of not guilty.

If you are on parole...
from a state institution, or if you are on probation, your first contact when you leave the institution or the court should be with the...

Montgomery County Parole and Probation Office
Room 111, Montgomery County Courthouse
142 Washington Avenue
Telephone: 269-7788

This office is legally responsible for you during the time you are on parole or probation. Thus, you have already been assigned to one of five or more supervisors in this office. If you are on parole, your supervisor probably began working on your case even before you left the institution. At the very minimum, he has verified a job and a home program for you.

On the day you are released from the institution, your supervisor will help you get your first day's problems solved. He usually sets up a meeting with your employer and goes with you to help with any initial barriers you may encounter.

It will be to your advantage to work with your supervisor. He has a heavy caseload, thus the time you save him by promptly reporting for your first and later appointments, by telephoning him when in doubt about whether you are keeping parole rules, and by keeping him occasionally informed of your major activities makes time for him to help you in solving other, sometimes more complicated, problems.

Here are just a few of those other, perhaps more complex, matters your supervisor can help with:

...checking with you to see that previously arranged housing is still suitable to your circumstances

...helping you arrange suitable and economical transportation to and from work

...referring you to other appropriate agencies for help if you have concerns about drinking, drug use, family problems, etc.

...helping you plan ahead toward a more advanced job

...helping you to arrange further schooling or job training in the community

Since many of your first problems are of the type your supervisor can help with, and since you need to keep in close contact with him, it may be a good idea for you to write in his name and telephone numbers (in the space below) when you first visit his office.

_____

Office Telephone: _____

Home Telephone: _____

Those of you who have committed (and/or served time for) what is classified as a "federal" offense are to follow the same steps as the parolee from a state institution, except that you should report to the...

Federal District Court, Parole and Probation Office
Post Office Building
Corner Church, Lee & Molton Streets
Telephone: 262-1096

If you are not on parole...

For those of you who are released from the institution the "short way," or for "having served your full sentence," the next few agencies will be especially important, since you will not have a parole supervisor to assist you.

If you need a job, one of the places to which you should go immediately is the...

Alabama State Employment Service
125 Clayton Street
Telephone: 269-1461

An employment counselor in this office will refer those of you who have a trade or some work experience to employers who have listed job openings with this agency.

Should you require bonding in order to get a job and the employer is unable to provide it, the Employment Service Counselor can arrange fidelity coverage for you.

Should you need to learn a trade, this agency can refer you to a local Manpower Development and Training Project, or to other projects, where you may receive funds for daily living expense while you learn a trade. Or, if manpower or other types of training courses are not available, or, if you have some skills but need more training, the Employment Service Counselor may be able to arrange on-the-job training for you. This type of job will permit you to earn money while you learn more skills in an on-the-job situation.

Should you become unemployed for certain reasons and be unable to get a second, or third, job right away, this is also the agency which can help you apply for unemployment compensation, until such time as your next job is arranged.

If you have a physical or an emotional handicap which prevents your getting a job you may be eligible for the services of still another agency, the...

Vocational Rehabilitation Service*
State Department of Education
2127 East South Boulevard
Telephone: 269-7571

Vocational Rehabilitation has counselors at Draper Correctional Center and at the Atmore prison who may have already begun to help you before you were released.

If you did not get Vocational Rehabilitation assistance while you were in prison, you may be eligible for services if you have *physical* or *emotional* problems that keep you from getting a job.

If you have not contacted this agency but believe you need the type of services it has to offer, it might be best to call a counselor first. After talking with you briefly, the counselor will know if you qualify for help–or if you need further evaluation–and will make an appointment for you.

If you are not eligible for Vocational Rehabilitation services, the Rehabilitation counselor may still help you by telling you about another agency which can be of assistance.

Vocational Rehabilitation provides physical and psychological evaluation and treatment, guidance, job training, and job placement services for those with a disabling problem. If you need temporary housing, this agency may be able to help.

If you need more training–or other assistance...

Montgomery Community Action Committee
419 Madison Avenue
Telephone: 263-3474

*The sign on the building may read "Central Alabama Rehabilitation" but this is the right place. Vocational Rehabilitation offices are in the rear of this office complex.

This committee receives funds from the U.S. Office of Economic Opportunity to sponsor programs for people who have a low income.

Some of the programs are:

The Neighborhood Youth Corps. Young men and women who are unemployed, can receive *training* and *income* with the Neighborhood Youth Corps. They can also help young people who need help with reading--or who need more education or job training.

Operation Mainstream. If you are often out of a job, or have been out of a job for a long time, because of old age, poor health, or other problems you can be helped by Operation Mainstream.

Adult Literacy and Vocational Program. If you would like to receive training in the home and service occupations, this agency may be able to help you.

Project Headstart. If you have a low income, and if you have pre-school age children, they may be eligible for a Headstart Center. The children will receive free medical and dental care if they need it. Two hot meals and a snack are provided each day. There are approximately 29 Headstart Centers in various parts of the city and county.

Multi-service Neighborhood Centers. Five of these centers are located in the city and four in the rural areas. They provide services in education, welfare, recreation, employment, rehabilitation, consumer credit, health and many others. The staff refers residents in need of help to one or more of the hundred public and private agencies geared to provide such services.

Anyone interested in securing help from a neighborhood center should call the Community Action central office, 263-3474. Personnel in the central office can point out necessary eligibility requirements and direct you to the center nearest you.

Health Services Incorporated.
1000 Adams Avenue
Telephone: 263-2301

If you need medical and dental care and you have a low income, you may be eligible for services offered by Health Services Incorporated. Ambulance service can be provided for those who are seriously ill. Prescription drugs are also available for eligible persons.

The clinic is open from 7:30 a.m. to 4:30 p.m., Monday through Friday.

If you think you are eligible call or visit the center during the day, Monday through Friday. The hours are listed above.

...or another agency which is anxious to help you with training and job placement is the...

Central Alabama Opportunities Industrial Center
3130 Caffey Drive
Telephone: 264-7861

This center offers programs of work-training for those of you who are unable to find jobs in the community because of lack of education or job skills.

The center accepts anyone who is in need of the services it offers. There is job training for men in plumbing, electricity, sales, and others. Counseling and basic education are also offered.

As you go about your day-to-day activities, you may meet with other problems with which you may need help. The following agencies and a brief summary of the services each provides will help you get acquainted with some of the many sources of help in your community.

Federal District Court, Parole and Probation Office
Post Office Building
Corner Church, Lee & Molton Streets
Telephone: 262-1096

If you are not on parole...

For those of you who are released from the institution the "short way," or for "having served your full sentence," the next few agencies will be especially important, since you will not have a parole supervisor to assist you.

If you need a job, one of the places to which you should go immediately is the...

Alabama State Employment Service
125 Clayton Street
Telephone: 269-1461

An employment counselor in this office will refer those of you who have a trade or some work experience to employers who have listed job openings with this agency.

Should you require bonding in order to get a job and the employer is unable to provide it, the Employment Service Counselor can arrange fidelity coverage for you.

Should you need to learn a trade, this agency can refer you to a local Manpower Development and Training Project, or to other projects, where you may receive funds for daily living expense while you learn a trade. Or, if manpower or other types of training courses are not available, or, if you have some skills but need more training, the Employment Service Counselor may be able to arrange on-the-job training for you. This type of job will permit you to earn money while you learn more skills in an on-the-job situation.

Should you become unemployed for certain reasons and be unable to get a second, or third, job right away, this is also the agency which can help you apply for unemployment compensation, until such time as your next job is arranged.

If you have a physical or an emotional handicap which prevents your getting a job you may be eligible for the services of still another agency, the...

Vocational Rehabilitation Service*
State Department of Education
2127 East South Boulevard
Telephone: 269-7571

Vocational Rehabilitation has counselors at Draper Correctional Center and at the Atmore prison who may have already begun to help you before you were released.

If you did not get Vocational Rehabilitation assistance while you were in prison, you may be eligible for services if you have *physical* or *emotional* problems that keep you from getting a job.

If you have not contacted this agency but believe you need the type of services it has to offer, it might be best to call a counselor first. After talking with you briefly, the counselor will know if you qualify for help–or if you need further evaluation–and will make an appointment for you.

If you are not eligible for Vocational Rehabilitation services, the Rehabilitation counselor may still help you by telling you about another agency which can be of assistance.

Vocational Rehabilitation provides physical and psychological evaluation and treatment, guidance, job training, and job placement services for those with a disabling problem. If you need temporary housing, this agency may be able to help.

If you need more training--or other assistance...

Montgomery Community Action Committee
419 Madison Avenue
Telephone: 263-3474

*The sign on the building may read "Central Alabama Rehabilitation" but this is the right place. Vocational Rehabilitation offices are in the rear of this office complex.

This committee receives funds from the U.S. Office of Economic Opportunity to sponsor programs for people who have a low income.

Some of the programs are:

The Neighborhood Youth Corps. Young men and women who are unemployed, can receive *training* and *income* with the Neighborhood Youth Corps. They can also help young people who need help with reading–or who need more education or job training.

Operation Mainstream. If you are often out of a job, or have been out of a job for a long time, because of old age, poor health, or other problems you can be helped by Operation Mainstream.

Adult Literacy and Vocational Program. If you would like to receive training in the home and service occupations, this agency may be able to help you.

Project Headstart. If you have a low income, and if you have pre-school age children they may be eligible for a Headstart Center. The children will receive free medical and dental care if they need it. Two hot meals and a snack are provided each day. There are approximately 29 Headstart Centers in various parts of the city and county.

Multi-service Neighborhood Centers. Five of these centers are located in the city and four in the rural areas. They provide services in education, welfare, recreation, employment, rehabilitation, consumer credit, health and many others. The staff refers residents in need of help to one or more of the hundred public and private agencies geared to provide such services.

Anyone interested in securing help from a neighborhood center should call the Community Action central office, 263-3474. Personnel in the central office can point out necessary eligibility requirements and direct you to the center nearest you.

Health Services Incorporated.
1000 Adams Avenue
Telephone: 263-2301

If you need medical and dental care and you have a low income, you may be eligible for services offered by Health Services Incorporated. Ambulance service can be provided for those who are seriously ill. Prescription drugs are also available for eligible persons.

The clinic is open from 7:30 a.m. to 4:30 p.m., Monday through Friday.

If you think you are eligible call or visit the center during the day, Monday through Friday. The hours are listed above.

...or another agency which is anxious to help you with training and job placement is the...

Central Alabama Opportunities Industrial Center
3130 Caffey Drive
Telephone: 264-7861

This center offers programs of work-training for those of you who are unable to find jobs in the community because of lack of education or job skills.

The center accepts anyone who is in need of the services it offers. There is job training for men in plumbing, electricity, sales, and others. Counseling and basic education are also offered.

As you go about your day-to-day activities, you may meet with other problems with which you may need help. The following agencies and a brief summary of the services each provides will help you get acquainted with some of the many sources of help in your community.

The Montgomery (Public) Housing Authority
1020 Bell Street
Telephone: 262-8355

This housing authority provides low-rent housing for low-income families. Persons eligible are those displaced by government action, the elderly, those on welfare, and the military. Being an ex-offender *would not* keep anyone from being eligible.

Montgomery County Health Department
515 West Jeff Davis
Telephone: 265-2311

Any resident of Montgomery County is eligible for services. There are clinic facilities for family planning, care of expectant mothers, and care of the mother and the baby. Other services offered include X-rays, tests for T.B., treatment for venereal disease, and shots for diseases such as measles, flu, and others.

Montgomery Mental Health Association
1116 South Hull Street
Telephone: 262-5500

This agency is interested in helping those of you with emotional problems. In addition to providing social rehabilitation services, it also refers persons to other agencies after counseling with them.

Montgomery Area Mental Health Center
750 Washington Avenue
Telephone: 263-0571

This is an outpatient clinic for the diagnosis and treatment of mental and emotional disorders. Any adult or child in Montgomery County and nearby areas may use the services of the center.

The MAMH Center also operates a Half-way House for alcoholics and a program to give information about drugs and the prevention of drug problems. Those of you who are interested may call the center for more information.

Consumer Credit Counseling Service of Alabama
314 Montgomery Street
(Executive Building)
Telephone: 265-8545

If you owe more money than you can pay–and need help in making arrangements with the people you owe money to, call or visit the Consumer Credit Counseling Service of Alabama. It offers counseling and help in making a budget and it advises on financial matters.

Family Guidance Center of Montgomery
615 South McDonough Street
Telephone: 262-6669

Traveler's Aid
Telephone: 265-0568

If you have problems with your wife, husband or children, contact the Family Guidance Center of Montgomery. The center offers counseling services for married people with parent-child problems. Some assistance is also available to families stranded in Montgomery or to persons new to the city toward getting them settled there. Fees for services are charged when the person served can pay.

This agency's Traveler's Aid service is for nonresidents but may be a resource to the ex-offender, for his family, should they be from an area other than Montgomery.

Veterans Administration
Regional Office
474 South Court Street
Telephone: 265-5611

If you are a veteran you may be eligible for benefits. Contact the Veterans Administration. This

office administers benefits which are provided for veterans and their beneficiaries by federal law. Benefits included are payment of compensation and pensions; educational benefits accompained by full counseling service for veterans, war orphans, and children of certain service-connected compensated veterans; guardianship of incompetent veterans and their children, or orphans of deceased veterans; loans to veterans for building or purchasing homes, farms or businesses.

Medical examinations (for a variety of purposes) and treatment for service-connected conditions in the comprehensive outpatient clinics are a part of the services offered at the...

Veterans Administration Hospital
215 Perry Hill Road
Telephone: 272-4670

Social workers at the hospital offer professional counseling to patients and their families with problems related to adjustment to illnesses and disabilities; admission to and discharge from Veterans Administration hospitals, domiciliaries or nursing homes; casework during trial visit from psychiatric hospitals; collaborative work with local health and welfare agencies in behalf of patients and their families.

The number or amount of benefits to which the ex-offender is entitled may be limited. However, many ex-offenders do qualify for some services. Since each case must be considered individually, it is probably best that you talk with your parole supervisor or call or visit the Central Veterans Administration office.

Montgomery County Department of Pensions and Security
County Courthouse
142 Washington Avenue
Telephone: 269-1411

This department administers old age pensions, child welfare services, and aid to the blind, to dependent children, and to the premanently and totally disabled. It also administers hospitalization for old age pensioners and medical aid for the aged (hospitalization for indigent over 65).

Any person or person's family needing help in the areas listed should contact the office to find out about eligibility requirements.

Salvation Army
308 North Lawrence Street
Telephone: 265-0281

The Salvation Army can help you too. This agency provides material, physical, and spiritual help to anyone in need. There are no forms to be filled out. Much of this agency's work is with families in need. A counseling program is also available.

Montgomery Catholic Social Services
(Catholic Charities Bureau)
137 Clayton Street
Telephone: 269-2387

This agency has a financial capability, but a limited one, for assisting anyone in a real emergency situation, such as for paying light, gas, or water bills when they are cut off. Also the director will help you by referring a person to other agencies in the community.

Faith Rescue Mission
108 Camden Street
Telephone: 262-6024

This agency is sponsored by a religious denomination. Mainly works with transient men passing through Montgomery. Plans to do more work with families. Men are given two to six night's lodging every thirty days, if necessary. Meals and clean clothing are provided. Attendance at religious services is required.

The mission staff also help people find jobs. Services are open to anyone; no records are checked.

Social Security Administration
474 South Court Street
Telephone: 265-5611

You may be eligible for social security benefits. The Social Security Administration provides services for the prisons of the state every other week. Anyone who feels that he is entitled to benefits is eligible to apply. You should contact the agency if you have any questions about social security benefits for you or a member of your family.

American National Red Cross
364 South Ripley Street
Telephone: 263-5741

This agency's service to military families division serves as the link between the service man and his family. Although services are designed for the military, the agency will assist you in contacting your family in an emergency.

If you are in doubt about whether an agency can help you, check with your parole or probation supervisor or with a counselor in one of the agencies in this brochure. These people call on each other frequently and know about the services various community agencies provide.

This information in booklet form
may be obtained from the
Rehabilitation Research Foundation
P. O. Box 1107
Elmore, Alabama

APPENDIX I

General Follow-Up Forms

MDTA GRADUATE

FOLLOW-UP REPORT

Date _____

Name of graduate _____

Present home address _____
(Street)

_____
(City) (State)

Are you presently working? _____

If not, how long have you been out of work? _____

Present employer _____
(Name of business)

_____
(Street address)

_____
(City) (State)

Supervisor's name _____

What is your job title? _____

What do you do on the job? _____

_____

When were you hired? _____

How long have you been on this job? _____

How many hours a week do you work? _____

What is your present salary? _____

What was your salary when you were hired? _____

How many salary raises have you had on this job? _____

Are you receiving any type of training on the job? _____

Do you like your present job? _____

If not, why? _____

_____

What kind of work would you like to be doing? _____

_____

Are you looking for another job? _____

Do you want help in getting another job? _____

Do you want to stay in this town or move somewhere else? _____

_____

Where would you like to move? _____

Why? _____

_____

How many jobs have you had since you were released? _____

Do you feel you have advanced with each job change? _____

How many of these jobs were training-related? _____

Have you been fired from any of these jobs? _____

Why were you fired? _____

_____

Is your present job related to your training? _____

Do you think your training has helped you in this job? _____

What course did you complete at Draper? _____

Does your employer know about your prison record? _____

Do any of your fellow workers know about your record? _____

When were you released from prison? _____

How were you released? Parole Short-way Long-way (Circle one)

Are you now on parole? _____

When will you be off parole? _____

Who is your parole supervisor? _____

Did you receive any relocation money? _____

How much did you receive? _____

How did this money help you? _____

_____

Where do you live? Boarding house Apartment House occupied only by you and your family (Circle one)

How much rent (or board) do you pay? _____

How long have you lived here? _____

How many times have you moved since release? _____

Are you married? ____ Separated? ____ Divorced? ____ (Check one)

Do you expect to marry soon? _____

Were you married at the time you were released? _____

If not, when did you get married? _____

If married, what is your wife's first name? _____

Is she working? _____ How much does she earn? _____

Where does she work? _____

Do you have any children living with you? _____

How many? _____ Their ages? _____ _____ _____ _____ _____

Have you been divorced since your release? _____

Do you have children by your previous wife? _____

If so, how many? _____ Their ages? _____ _____ _____ _____

Do you live with your parents? _____

Are they separated or divorced? _____

If so, which one do you live with? _____

Are your parents receiving any welfare money? _____

Do you have any brothers or sisters living with you? _____

How many? _____ Their ages? _____ _____ _____ _____ _____

Have you attended school since release? _____

Have you had any vocational training since release? _____

If yes, what course did you take? _____

Did you get your GED high school diploma at Draper? _____

Are you now attending any type school? _____

If so, where? _____

Did any of the project staff assist you in getting holdovers dropped? _____

Did you get an earlier setup after enrolling in the federal project? _____

Do you think that being in the federal school helped you to be released earlier than you might have been? _____

TRAINEES RELEASED AND PLACED ON JOBS

MONTH: _____

Name	Job Related	Date Placed	Class Completed

GRADUATES RELEASED

Name	Date Released	Release Status			Present Location	Course Completed
		Parole	Short	Hold		

98

GRADUATES NOT RELEASED

Name	Course Completed	Present Release Status

FOLLOW-UP CONTACTS

Name	Present Location			Dates Contacted						

EMPLOYMENT FOLLOW-UP QUESTIONNAIRE

NAME _____

HOME ADDRESS _____

HOME PHONE _____ DATE RELEASED _____

PRESENT PLACE OF EMPLOYMENT _____

NAME OF EMPLOYER _____

ADDRESS _____

BUSINESS PHONE _____ DATE EMPLOYED _____

DUTIES _____

AVERAGE WORK HOURS PER WEEK _____ HOURLY WAGES _____

DID YOU HAVE TO MOVE 50 MILES OR MORE TO TAKE THIS JOB? _____

HOW DID YOU HEAR ABOUT THIS JOB? _____

DOES YOUR EMPLOYER KNOW THAT YOU HAVE BEEN IN PRISON? _____

IF UNEMPLOYED, STATE REASON _____

HAVE YOU MARRIED ( ) OR DIVORCED ( ) SINCE YOUR RELEASE?

NAME OF NEAREST RELATIVE _____

ADDRESS _____

RELATIONSHIP _____

LIST JOBS HELD SINCE RELEASE:

1. _____ WEEKS EMPLOYED _____

   REASON FOR LEAVING _____

2. _____ WEEKS EMPLOYED _____

   REASON FOR LEAVING _____

3. _____ WEEKS EMPLOYED _____

   REASON FOR LEAVING _____

(IF MORE SPACE NEEDED, USE BACK OF THIS SHEET)

PLEASE GIVE CORRECT ADDRESS IF ABOVE IS INCORRECT:

_____

ERIC Clearinghouse
AUG 7 1972
on Adult Education